

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Agenda Item: 6a

DATE: June 4, 2014

SUBJECT: Tree Removal/Tree Trimming

DEPARTMENT: Public Works

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**RECOMMENDED ACTION**

Resolved that the Director of Public Works be authorized to utilize State bid contract pricing with Asplundh Tree Expert Company to care for trees within the Town of East Hampton.

**BACKGROUND**

From time to time the Public Works Department removes and trims trees within the Town's right of way. Care and maintenance of these public trees is set forth by the Connecticut General Statutes in Chapter 451, Section 23-59. While the State contract bid allows for various task specific crews, the Town intends to use Type III crew with an additional ground person at a total hourly rate of \$131.32. The cost of service for this fiscal year is not expected to exceed \$20,000.00.

**ALTERNATIVE ACTIONS**

- 1) Create RFP and accept bids for services.
- 2) Defer removals and maintenance of public trees.

**FISCAL IMPACT**

The cost of tree maintenance is funded within the operating budget of Public Works.

**TOWN OF EAST HAMPTON  
AGENDA REPORT**

Agenda Item: 6b

Item to be presented by:  
Ruth Checko, Parks and Recreation Director

DATE: June 3, 2014

SUBJECT: Contract Award

DEPARTMENT: Parks and Recreation

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**RECOMMENDED ACTION**

It is recommended that the construction contract for Schoolhouse Park improvement project be awarded to the lowest qualified bidder: American Contracting LLC, 3 Edmund Road, Newtown, CT 06470 in the amount of \$13,100.00. Bid Tabulation results are included.

**BACKGROUND**

Sealed bids were opened on Tuesday, May 20, 2014. Out of the 7 bids received, American Contracting LLC submitted the lowest total base bid in the amount of \$13,100.00. The alternate (2 stone dust parking spaces) will not be included in this job, as there is not enough funding at this time.

The contractor's references checked out and they have performed similar jobs for other municipalities.

The job entails cleaning up the former tennis and basketball court on town owned property adjacent to the old Middle Haddam School on Schoolhouse Lane, Middle Haddam, CT 06456. The contractor will remove old asphalt, metal posts and several small trees. The area will be grubbed, cleared and all debris removed. The site will be graded and seeded for a very simple park. The Parks and Recreation Department will maintain the site.

**ALTERNATIVE ACTIONS**

No alternative actions are recommended.

**FISCAL IMPACT**

There is \$11,500 in the Approved Capital Improvement Budget from the 2013-2014 Fiscal year. The balance of the funding will come from the Parks and Recreation Department's operating budget.

### BID RESULTS (5-20-2014)

Project: #05022014SPI

### Schoolhouse Park Improvements

14 Schoolhouse Lane

Middle Haddam, CT 06456

[illegible]



# TOWN OF EAST HAMPTON AGENDA REPORT

Agenda Item: 6c

Item to be presented by: V. F. Susco, Jr

DATE: May 30, 2014  
SUBJECT: Chatham Historical Society Water & Sewer BIDS  
DEPARTMENT: WPCA

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**RECOMMENDED ACTION** - to accept the low bid of B & J Construction, as recommended by Anchor Engineering dated May 28, 2014.

**BACKGROUND** – At a Special Town Meeting held on November 18, 2013 the Town appropriated \$60,000.00 from the unassigned General Fund Balance for all costs associated with the installation of a water main and connection and a sanitary sewer lateral to serve the Chatham Historical Society.

Notice of the Invitation to Bid was published on April 11, 2014. A mandatory pre-bid meeting was conducted on April 22, 2014 and 5 contractors attended. The bid opening was conducted at the offices of the WPCA on May 13, 2014. Total base bids were:

B&J Construction	\$43,700.00
Suburban Sanitation Services	\$55,641.00
Herb Holden Trucking, Inc	\$64,684.00
Gerber Construction, Inc	\$67,990.00

In addition to the base bid there were 4 add/alternative line items included in the Contractors bid. Our Engineer expects that some of the estimated quantities for at least two of these line items will be required "Rock in Trench" and "Additional Granular Fill". The total project cost including the base bid and these unit costs multiplied by the engineers estimate for these two item is as follows:

B&J Construction	\$57,550.00
Suburban Sanitation Services	\$62,609.08
Herb Holden Trucking, Inc	\$87,884.00
Gerber Construction, Inc	\$81,910.00

Anchor Engineering has recommended the low bidder B&J Construction be awarded by the Town with a base bid of \$43,700.00.

This office has prepared a revised cost estimated for the entire project incorporating the low bid and engineers estimated qualities for add/alternatives. The total cost for the project is now estimated at \$69,550.00 which exceeds the authorized amount of the Town's resolution.

**RECOMMENDATION:** Proceed with the project at an estimated cost of \$69,550.00.

**ALTERNATIVE ACTIONS** – at the discretion of the Town Council

**FISCAL IMPACT** – variable depending upon the ultimate action of the Town Council.





# ANCHOR

ENGINEERING SERVICES, INC.

T: 860.633.8770  
F: 860.633.5971  
[www.anchorengr.com](http://www.anchorengr.com)

41 Sequin Drive • Glastonbury, CT • 06033

May 28, 2014

Vincent Susco, Public Utilities Administrator  
Town of East Hampton WPCA  
20 Gildersleeve Drive  
East Hampton, CT 06424

Re: Bevin Boulevard Water Main Extension  
Bid Results & Recommendation of Award

Dear Vinny,

As requested, we have compiled the results of the Bevin Boulevard Water Main Extension Project bids received as a result of the Town's *Invitation to Bid*. Further, we have evaluated these results and our findings and recommendations are described below.

## Background

Notice of the Invitation to Bid was published on April 11, 2014. A pre-bid meeting was held at the project site on April 22, 2014 and 5 contractors, sub-contractors, or suppliers attended the pre-bid meeting. Two addenda to the bid package were issued to all pre-bid attendees.

## Bid Opening

The bids were opened at the Town Hall at 2:00 PM on May 13, 2014. Four (4) bids were received. Each of the bidders completed the administrative requirements of the bid process, including:

- Attendance at the Mandatory Pre-Bid Meeting which was held on 4/22/14
- Written Acknowledgement of Addendums No. 1 & No. 2
- Completed and Submitted Non-Collusion Affidavit
- Completed and Submitted Qualifications Statement
- Submitted Bid Security in the amount of five percent (5%) of their bid

## The bidders and the total base bid prices provided were:

• B&J Construction, Inc.	\$ 43,700.00
• Suburban Sanitation Service	\$ 55,611.00
• Herb Holden Trucking, Inc.	\$ 64,684.00
• Gerber Construction, Inc.	\$ 67,990.00

Mr. Vincent Susco

May 28, 2014

Page 2

In addition to the base bid, there were an additional 4 add/alternate line items included in the Contractors bids. We expect that some quantity of at least two of these line items will be required – Rock In Trench Excavation and Additional Granular Fill. Based upon previous mapping of the area, we estimate that a total of 90 CY of Rock In Trench Excavation and 14 CY of Additional Granular Fill will be required. The total project cost, including the base bid price and unit costs multiplied by the quantities estimated for these two items, for each of the bidders is as follows:

• B&J Construction, Inc.	\$ 57,550.00
• Suburban Sanitation Service	\$ 62,609.08
• Herb Holden Trucking, Inc.	\$ 87,884.00
• Gerber Construction, Inc.	\$ 81,910.00

Our conclusion from this is that the scope of work was clear to the contractors and that the bids are competitively priced. In general, each of the bids, and specifically the low bids, seemed balanced on the whole, that is, the prices provided for the line items seemed generally proportional to the value of materials and labor required to complete the work for that line item.

A complete comparison of the tabulated bid prices is attached.

#### Consideration of the Apparent Low Bidder

B&J Construction, Inc. has provided a list of project completed within the past 2-3 years within the State of Connecticut. Many of these projects were of a similar nature to that of the Town of East Hampton's, some being performed directly for other municipal entities.

We have "checked" some of the project references provided by B&J and we have not found reason to be concerned with the company's quality of work or business practices.

Specific feedback we received is described below.

#### Reference Project: City of New Britain – 95' Sewer Main Replacement on Buell Street (\$36,911)

Rob Trotti, City Engineer indicated that, B&J does smaller projects for the City and that they have had no issues with budgeting or quality of work. They are easy to contact when needed and responsive to the City's needs.

#### Reference Project: State of CT – Military Department – 350' Water Main Install (\$48,675)

John Charest indicated that they were no problems with the budget or quality of work performed by B&J.

#### Reference Project: Town of Wethersfield – Trivitt Lane Drainage Improvements (\$24,974)

Don Mosia of the Town indicated that they have had no issues with B&J and they like using them for smaller projects in the Town.

Mr. Vincent Susco

May 28, 2014

Page 3

Recommendation

On the basis of the bid received and the generally favorable references, we recommend the contract be awarded by the Town of East Hampton to the low bidder B&J Construction, Inc., with a base bid amount of \$ 43,700.00.

Please contact me should you wish to discuss the above.

Sincerely,

A handwritten signature in blue ink that reads "Matt Brown". The signature is stylized with a large "M" and a cursive "Brown".

Matthew N. Brown, P.E.

Associate

Enc.

Cc: Michael Maniscalco, Town Manager



# BID TABULATION

## TOWN OF EAST HAMPTON WATER MAIN EXTENSION

BID OPENING: MAY 13, 2014, 2:00 PM

ITEM NO.	BID ITEM	Bidder	Bidder				Herb Holden Trucking, Inc.			
			UNIT	BID UNIT PRICE	Gerber Construction, Inc.	Suburban Sanitation Service	BID UNIT PRICE	Herb Holden Trucking, Inc.	BID UNIT PRICE	BID UNIT PRICE
1	BASE BID		LS	\$43,700.00	\$87,390.00	\$55,691.30	\$44,684.00			
2	Rock in Trench Excavation		CY	\$150.00	\$190.00	\$74.27	\$250.00			
3	Additional Trench Excavation		CY	\$250.00	\$25.00	\$3.74	\$20.00			
4	Additional Gravel Fill		CY	\$35.00	\$30.00	\$20.27	\$50.00			
5	Additional 3/4" Crushed Stone		CY	\$40.00	\$35.00	\$31.80	\$60.00			
-	Cost for Exc. 90 CY of Rock Exc. and 16 CY of Additional Gravel Fill			\$13,850.00	\$19,920.00	\$5,368.08	\$23,280.00			
-	Estimated Total Project Cost with Rock Ex & Additional Fill			\$37,540.00	\$81,910.00	\$61,609.08	\$89,984.00			
				Bid Bond Submitted						
				Addendum Acknowledged						
				Non-Collusion Affidavit						
				Bidder Qualification Statement						
				yes	yes	yes	yes	yes	yes	yes
				yes	yes	yes	yes	yes	yes	yes
				yes	yes	yes	yes	yes	yes	yes
				yes	yes	yes	yes	yes	yes	yes

***Town of East Hampton***  
**Water Pollution Control Authority**  
**P.O. Box 218, 20 Gildersleeve Drive**  
**East Hampton, Connecticut 06424-0218**  
**Telephone (860) 267-2536, FAX (860) 267-9913**

TO: Michaela Maniscalco, Town Manager

XC: Jeff Jylkka, Finance Director

DATE: October 15, 2013, **REVISED MAY 30, 2014**

FROM: V. F. Susco, Jr. Public Utilities Administrator

RE: Chatham Historical Society  
Water Main Extension & Sewer Connection at Bevin Blvd.

You have requested a cost estimate for a possible water main extension to serve the Chatham Historical Society building located on Bevin Boulevard. This cost estimate for the 260 foot extension is as follows:

Please remember this is an estimate and should the project move forward the final cost of the project will depend upon bids received for construction.

• Engineering Design inc. construction inspection:	\$ 9,500.00	<b>REVISED 9,500.00</b>
• Water Main Material/Installation/rock/pavement: (Based upon \$125.00/ft subject to bidding)	\$ 32,500.00	<b>57,550.00</b>
• "1 Service Connection w/5/8"meter installation:	\$ 1,500.00	<b>inc above</b>
• Water Connection Assessment @ 1EMU	\$ 1,250.00	<b>wavied</b>
• Contingency:	\$ 2,500.00	
Total:	\$ 47,250.00	

As a result of the August 14, 2012 Town Council meeting additional information was requested.

The cost to connect the property to the sanitary sewer system is estimated as follows:

• 6" Gravity Sewer lateral, material & installation (Based upon \$125.00/ft)	\$ 7,500.00	<b>inc above</b>
• Sewer Connection Charge @ 1EDU	\$ 2,500.00	<b>2,500.00</b>
• Contingency:	\$ 2,500.00	
Total:	\$ 12,500.00	

Total estimated cost for both water and sewer is \$59,750.00 rounded to \$60,000.00

**TOTAL COSTS AFTER BIDDING \$69,550.00**

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
STATE OF CONNECTICUT  
(AN EQUAL OPPORTUNITY EMPLOYER)  
**CERTIFIED RESOLUTION OF THE GOVERNING BODY**

I, Sandra Wiecha, Town Clerk certify that below is a true and correct copy of a  
(Name of Official) (Title of Official)  
resolution duly adopted by Town of East Hampton  
(Name of the Applicant)  
at a meeting of its Town Council  
(Governing Body)  
duly convened on June 10, 2014 and which has not been rescinded or modified in  
(Meeting Date)  
any way whatsoever and is at present in full force and effect.

(Date)

(Signature and Title of Official)

**SEAL**

**WHEREAS**, pursuant to C.G.S. 4-66g,  
(State Statutory Reference)

the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and **WHEREAS**, it is desirable and in the public interest that the Town of East Hampton make an application to the State for  
(Applicant)

\$ 500,000 in order to undertake the Phase II of the Watrous Street Redevelopment Project  
(Name and Phase of Project)

and to execute an Assistance Agreement.

**NOW, THEREFORE, BE IT RESOLVED BY THE**

Town Council

(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by  
C.G.S. 4-66g

(State Statutory Reference)

2. That the filing of an application for State financial assistance by  
Town of East Hampton

(Applicant)

in an amount not to exceed \$ 500,000 is hereby approved and that

Michael Maniscalco, Town Manager

(Title and Name of Authorized Official)

is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of

Town of East Hampton

(Name of Applicant)



# MINUTES

AGENDA  
ITEM # 8b

**TOWN COUNCIL SPECIAL MEETING  
WEDNESDAY, JUNE 14, 2006  
6:30 P.M.  
EATON E. SMITH MEETING ROOM - TOWN HALL**

**AGENDA ITEM #1 - CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Chairperson Alison H. Walck called the meeting to order at 6:30 p.m. There was no Pledge of Allegiance. Other Council members present were Vice-chairman Derek M. Johnson, Robert J. Berlin, Scott A. Minnick, Kyle R. Dostaler, and Melissa H. Engel. William G. Devine will absent.

**Also Present:** Town Manager Alan H. Bergren; Collector of Revenue Marie Durkin; a member of the press and public; Secretary Joyce Bodozian Krauth.

**AGENDA ITEM #2 - CONSIDER AND ACT UPON THE 2006 - 2007 TEMPORARY MILL RATE**

Chairperson Walck read a Memorandum from Town Manager Bergren to Director of Finance Jeffery M. Jylkka, which informed him of the Temporary Mill Rate of 22.23 based upon his calculation reflecting the revaluation. He indicated that this mill rate indicates a zero percent increase. *Ms. Engel made a motion to approve the Temporary Mill Rate of 22.23 for 2006 - 2007. Mr. Johnson seconded. Discussion:* Mr. Minnick wished to note for the record that while realizing that this is a temporary Mill Rate, in essence, this Mill Rate reflects a less than zero increase as there is more than a 26% decrease in personal property and motor vehicle taxes. Ms. Engel inquired when the next Referendum could be expected following the Board of Finance meeting June 19. Mr. Bergren indicated that it would be sometime in July. However, some thought should go into scheduling a date due to the July 04 holiday, Old Home Day and vacations occurring in July. Chairperson Walck called for a vote on the above motion. *So voted 6 - 0. Ms*

Ms. Engel inquired of Mrs. Durkin as to what will occur if the Budget is passed at the next Referendum, and the Mill Rate set by the Board of Finance is higher than the temporary Mill Rate. Mrs. Durkin responded that adjustments would be made in January 2007.

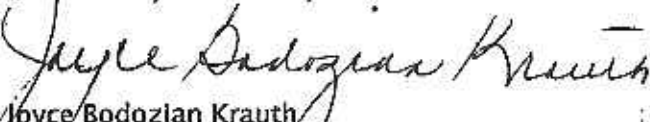
Chairperson Walck asked if it would be possible to put the question on the budget and also the one on the water system on the same referendum in order to save money. Mr. Bergren answered in the affirmative. Ms. Engel reminded everyone that the Maguire Group would prefer not to put the water question together with a budget referendum in case the budget goes down.

Also discussed was putting the water system on the November ballot when the highest percentage of citizens vote. Candidates for the gubernatorial, senatorial, congressional and local representative's race are up for election/re-election in November.

**AGENDA ITEM #3 - ADJOURNMENT**

There being no further business to come before this Council, *Mr. Berlin made a motion to adjourn at 6:38 p.m.*

Respectfully submitted,

  
Joyce Bodozian Krauth  
Recording Secretary

HOWARD, McMILLAN & D'AQUILA

COUNSELLORS AT LAW

386 MAIN STREET

MIDDLETOWN, CONNECTICUT 06457

(860) 346-1377

FAX (860) 346-5121

E-MAIL hmd@snet.net

May 31, 2001

VIA FACSIMILE (860) 267-1027  
and REGULAR MAIL

Mr. Alan H. Bergren, Town Manager  
Town of East Hampton  
20 East High Street  
East Hampton, CT 06424

RE: Questions Regarding Budget for FY 2001-2002  
Our File No.: 2666-001

Dear Town Manager Bergren:

You have raised several questions with regard to the budget process and the setting of a mill rate. Please accept this letter wherein we respond to each question as outlined below.

The pertinent facts are as follows. The proposed town budget for FY 2001-2002 was rejected by the voters at the May 29, 200 budget referendum. Another referendum is planned for June 19, 2001.

**Question #1: If the second referendum fails to approve a budget for FY 2001-2002, who sets the mill rate on an interim basis?**

As we know, East Hampton Charter Section 5.2 provides that the Board of Finance fixes the tax rate in mills "[u]pon the establishment of the annual town budget by the town meeting." Under the current facts, the budget has not yet been established by the town meeting due to the rejection by voters on May 29, 2001. Unless and until the voters approve a budget, it is not within the power of the Board of Finance to set the rate for FY 2001-2002.

However, our state legislature has provided towns with a mechanism by which to proceed under such circumstances. CGS Section 12-123 provides as follows:

When any town has failed to lay necessary taxes or to lay a tax which, in addition to the other estimated yearly income of the town, is sufficient to pay the current expenses of such town, its selectmen shall make a rate bill upon its list last completed for the amount necessary, or for an amount sufficient to pay the deficit in such current expenses, and cause the same to be collected as other taxes.

(Emphasis Supplied).



May 31, 2001  
Page 2

East Hampton Charter Section 2.4 confers upon the Town Council "the powers and duties conferred by the general and special laws of the state upon Boards of Selectmen of towns." Thus, the East Hampton Town Council is empowered to make a rate bill for the amount necessary to pay the current expenses of the Town.

**Question #2: How is the interim rate set?**

To answer this question, we must analyze the term "current expenses" within CGS Section 12-123. The term "current expenses" has been given a broad interpretation by our Connecticut Supreme Court in Moshier v. Goodnow, 217 Conn. 303 (1991).

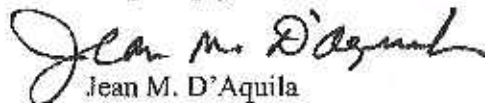
In Moshier, the voters of the Town of Old Saybrook had defeated four proposed 1990-1991 budgets. Thereafter, the Town's Board of Selectmen made a tax levy based on estimated unreimbursed expenditures for the 1990-1991 fiscal year. A taxpayer sought to enjoin the Town's Board of Selectmen from collecting any taxes in accordance with that levy. The taxpayer's argument was that another statute<sup>1</sup> limits the Selectmen to the setting of an interim budget based on the line items for the previous (1989-1990) fiscal year.

Although the trial court agreed with the Plaintiff-taxpayer, the Connecticut Supreme Court did not. Citing the "broad statutory authority" vested in Boards of Selectmen by CGS Section 12-123, the Moshier Court concluded that a Board of Selectmen need not base an interim mill rate on the operating budget for the previous fiscal year. Id. at 312-313. Instead, the Selectmen have a broad discretion in setting the rate and may go so far as to base the rate on the budget last defeated. Id. at 311.

Thus, should the second referendum fail to approve a budget for FY 2001-2001, the Town Council may thereafter act to set a mill rate pursuant to the provisions of CGS Section 12-123.

Please let me know if you have further questions.

Very truly yours,

  
Jean M. D'Aquila

JMD:kmc

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<sup>1</sup> The Plaintiff-taxpayer's argument was premised upon CGS Section 7-405. However, the Moshier Court distinguished the application of that statute from the situation wherein a Board of Selectmen acts to set a mill rate.





**LEGAL NOTICE**

**Town of East Hampton**

**ANNUAL TOWN BUDGET MEETING**

**TOWN HALL MEETING ROOM**

**TOWN COUNCIL**

Barbara W. Moore  
*Chairperson*  
Kevin Reich  
*Vice Chairman*  
Patience Anderson  
Ted Hintz, Jr.  
George Pfaffenbach  
Mark Philhower  
Philip Visintainer

The electors of the Town of East Hampton and those entitled to vote at town meetings are hereby notified that the Annual Town Budget Meeting will be held in the Meeting Room at the East Hampton Town Hall at 20 East High Street in said Town of East Hampton on [REDACTED], at [REDACTED] p.m., which meeting is held for the following purposes:

1. To take action pursuant to Section 7 - 7 of the Connecticut General Statutes to set the time and date for referendum by "YES" or "NO" vote on voting machines for the approval or disapproval of the Annual Budget for fiscal year 2014 - 2015 as recommended by the Town Council.
2. To discuss any other matter proper to come before said meeting.

**EAST HAMPTON TOWN COUNCIL**

Barbara Moore, Chairperson  
Kevin Reich, Vice Chairman  
Patience Anderson  
Ted Hintz, Jr.  
George Pfaffenbach  
Mark Philhower  
Philip Visintainer

## TOWN OF EAST HAMPTON AGENDA REPORT

Agenda Item: 8d

Item to be presented by: VFS

DATE: June 4, 2014

SUBJECT: SECOND READING - 2014/15 Public Water System Operating Budget & Water Use Rate

DEPARTMENT: WPCA

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**RECOMMENDED ACTION** –to adopt the 2014/15 Operating Budget and approve new water use rates effective July 15, 2014 for the two Community Water Systems owned by the Town and operated by the WPCA.

**BACKGROUND** – On of May 6, 2014 the operating budget including new water use rates for the two (2) public water systems were recommended by the WPCA. On May 13, 2014 the first reading before the Town Council was presented. The WPCA conducted a Public Hearing on June 3, 2014 at 7:00 P.M. The Public Hearing duly noticed and served was read into the record at the meeting. No members of the public attended the Public Meeting. The meeting was kept open for 10 minutes.

The recommended expense budget and rate adjustment for both systems remains the same as presented on May 13, 2014, \$118,993.00 and represents an increase of 1.22% or \$1,315.00 over last year.

The recommended increase in water rates to support this budget have been increased as follows: the Equivalent Meter Unit rate from \$12.25 to \$12.50 (2.0%) and the Commodity Charge rate from \$5.34/1000 gallons to \$5.45/\$1000 gallons (2.0%).

**Recommended Resolution:** The Town Council does hereby approve the 2014/15 Public Water System Operating Budget substantially in the form presented and furthermore adopts the following rate structure effective July 15, 2014.

Effective July 15, 2014 water billing rates are as follows:

- Equivalent Meter Units: \$12.50/EMU
- Commodity Charge: \$5.45/1000 gallons

**ALTERNATIVE ACTIONS** – at the discretion of the Town Council

**FISCAL IMPACT** – variable depending upon the ultimate action of the Town Council.



Office of the WATER POLLUTION CONTROL AUTHORITY

VINCENT SUSCO

vsusco@easthamptonct.org

## ***2014 – 2015 Public Water Systems Operation Budget***

***63-59-0000-XXXX VCWS  
63-59-0590-XXXX ROWS***

***Recommended by WPCA: May 6, 2014***

***First Reading Date: May 13, 2014***

***Public Hearing Date: June 3, 2014***

***Town Council Adoption: June XX, 2014***

*Drop in Location:*  
20 Gildersleeve Drive  
East Hampton, CT 06424



**East Hampton Water Pollution Control Authority**  
**Community Water Systems Fiscal Year Budget - 2014-15**

**REVENUES**

Residential Consumption Estimated

	VCWS	ROWS	
daily production (gals.)	7,500	10,000	
Est. daily cons./unit (gals.)	259	120	
Mthly. commodity cost (\$/1000gals.)	\$5.45	\$5.45	
Monthly commodity charge (\$)	\$40.88	\$54.50	
Monthly meter cost (1EMU = X.XX)	\$12.50	\$12.50	
Per unit monthly cost (\$)	\$53.38	\$67.00	
Homes/units	29	83	
Estimated monthly revenue	\$1,548	\$5,561	
Est. <u>Residential</u> yearly revenue	<u>\$18,574.50</u>	<u>\$66,732.00</u>	<u>\$85,307</u>
	<b>Ctr. Sch.</b>	<b>Mem. Sch.</b>	
Monthly meter cost (15 EMU = \$X.XX)	\$187.50		
daily consumption (gals/day)	<b>500</b>		
Monthly commodity charge (\$)	\$81.75		
Monthly meter cost (20 EMU = \$X.XX)		\$250.00	
daily consumption (gals/day)		<b>2,000</b>	
Monthly commodity charge (\$)		\$327.00	
Estimated monthly revenue	\$269.25	\$577.00	
Est. <u>Institutional</u> yearly revenue	<u>\$3,231.00</u>	<u>\$6,924.00</u>	<u>\$10,155</u>
Estimated total revenue 13/14	\$21,805.50	\$73,656.00	\$95,462
Transfer From Annual Town Budget..... Village Water System			\$23,532
Proposed fiscal year Operating Budget			\$118,993



## **Community Water Systems Expense Budget 2014-15**

### **EXPENDITURES**

	Approved 13-14 Budget	Proposed 14-15 Budget	\$ +/-	% +/-
5120 - PIT Seasonal PIR	5,128	5,128	0	0.00%
5220- Social Security (.062)	318	318	0	0.00%
5122 - Medicare (.0145)	74	74	0	0.48%
5319 - Meetings/Conf.	1,075	1,075	0	0.00%
5330 - Prof/Tech Services	7,600	5,786	(1,814)	-23.87%
5430 - Bldg & Equip. Mnt & Rep.	17,650	18,300	650	3.68%
5436 - UTT/Oper. Labor	26,250	27,038	788	3.00%
5520 - Prop/Liab Ins	3,087	3,087	0	0.00%
5530 - Communications	1,800	1,800	0	0.00%
5540 - Newspaper Advertising	150	150	0	0.00%
5580 - Travel	6,000	6,000	0	0.00%
5590 - Other Purch. Services	10,881	11,573	692	6.36%
5611 - Off Supp/Minor Equip/Material	200	200	0	0.00%
5615 - Uniform Allowance	300	300	0	0.00%
5622 - Electricity	18,900	18,900	0	0.00%
5627 - Motor Fuel (Veh & Gen)	1,250	1,250	0	0.00%
5680 - Chemicals	9,000	10,000	1,000	11.11%
5690 - Other Supp/Materials	900	900	0	0.00%
5744 - Computer Equip	75	75	0	0.00%
5810 - Dues & Fees	1,140	1,140	0	0.00%
5923 - Oper. Transfer to S.F.	2,500	2,500	0	0.00%
5980 - Res for Cap & NR	1,000	1,000	0	0.00%
5990 - Contingency	2,400	2,400	0	0.00%
<b>TOTAL</b>	<b>117,678</b>	<b>118,993</b>	<b>1,315</b>	<b>1.12%</b>



## 2014-15 Individual Water System Expense Breakdown

EXPENDITURES	25%			
	TCWS	ROWS	Mom Sch	Total
5120 - PIT Seasonal PIR	2,564	1,923	641	5,128
5220 - Social Security (.062)	159	119	40	318
5122 - Medicare (.0145)	37	28	9	74
5319 - Meetings/Conf.	500	406	169	1,075
Certification Training	125	125	75	
Conf./Seminars	375	281	94	
5330 - Prof/Tech Services	2,539	2,601	646	5,786
DOHS Water Quality Testing	2,329	1,811	621	
Misc. Engr.		500		
B102 Tank Insp/engr	n/a	n/a	n/a	
Annual Auditing Reports	210	290	25	
5430 - Bldg & Equip. M & Rep.	3,650	13,550	1,100	18,300
JF Labor	250	500		
well pump replacement	750	750	750	
Dist/WTP system maint.	1,500	500	150	
plumbing parts & repairs	400	800	200	
Greensand Solenoid Valves		2,500		
Greensand media changecout		2,750		
Emrg. Gen. Maint. & An. Insp.	750	750		
Storage tank cleaning				
Aqua Guard		5,000		
5436 - UTT/Oper. Labor	13,519	13,519		27,038
5520 - Prop/Liab Ins (Inc 10%)	1,543	1,301	242	3,087
5530 - Communications	900	675	225	1,800
5540 - Newspaper Advertising	75	75		150
5580 - Travel	3,000	3,000		6,000
5590 - Other Purch. Services	3,172	8,303	98	11,573
Billing Administration (112 cust.)	2,297	6,278	73	
Shut offs/Final bills	100	400		
Locate leaks/R & R meter & radio	150	300		
Flushing water mains 2X/yr	450	1,300		
Annual Cross Connection Report	175	25	25	
5611 - Office Supplies	100	75	25	200
5616 - Uniform Allowance	150	112	38	300
5622 - Electricity	9,450	9,450		18,900
5627 - Motor Fuel (Veh & Gen)	600	600	50	1,250
Veh. \$200/200/50 - Gen. \$400/400				
5680 - Chemicals	1,750	6,000	2,250	10,000
5690 - Other Supp/Materials	600	300		900
5744 - Computer Equip	25	25	25	75
5810 - Dues & Fees	570	521	49	1,140
AWWA	45	34	11	
CWWA	150	113	38	
DEEP Annual Diversion permit	250	250		
DEEP Generator Permit	125	125		
5923 - Oper. Transfer to S.F.	1,000	1,000	500	2,500
5980 - Res for Cap & NR	500	375	125	1,000
5990 - Contingency	1,200	900	300	2,400
<b>TOTAL</b>	<b>47,603</b>	<b>64,859</b>	<b>6,531</b>	<b>118,993</b>

Approved Operating Budget 13-14	50,984	56,034	10,660	\$ 117,678
" +/-	(3,381)	8,825	(4,129)	1,315
" +/-	-6.63%	15.75%	-38.73%	1.12%



## **Chapter 117. PURCHASING**

**[HISTORY: Adopted by the Town Council of the Town of East Hampton 10-30-2001 (Ord. No. 12.07). Amendments noted where applicable.]**

### **GENERAL REFERENCES**

Code of Ethics -See Ch. E.

#### **§ 117 -1. Declaration of policy.**

It is the intent of the Town to provide consistent rules for the purchase of equipment, services, supplies and materials to facilitate efficient municipal operations and to provide fairness to all parties, including but not limited to individuals, corporations, or government agencies whose equipment, services and supplies are purchased by the Town of East Hampton, including the Board of Education. Purchases shall be made considering price, quality and availability as important determining factors in the selection of equipment, services and supplies.

Where Federal or State law or regulations including grant requirements require other procedures, such other procedures will be followed in lieu of those specified within this policy.

### **Responsibility for Compliance**

Compliance with this Purchasing Policy shall be monitored as follows:

- The Town Manager shall bear primary, non-delegable responsibility for ensuring compliance with this policy. The Superintendent of Schools shall bear primary, non-delegable responsibility for ensuring compliance with this policy for purchases made by the Board of Education (BOE).
- All employees, including Department Heads, supervisors and any other authorized personnel who make purchases for the Town are responsible for following the provisions outlined in this policy and the purchasing procedures manual when making purchases with Town funds.

#### **§ 117 -2. Definitions.**

As used in this chapter, the following terms shall have the meanings indicated as follows:

#### **BID / REQUEST FOR PROPOSAL (RFP)**

A notice in writing in a sealed envelope delivered to the Town Manager (or designee) or Superintendent of Schools (or designee), as the case may be, by a specified date, to be opened in public at a specified date and time by the Town Manager (or designee) or by the Superintendent of

Schools (or designee), as the case may be, whereby a vendor informs the Town of the price for which he/she shall furnish supplies, materials, equipment, or services to the Town.

#### **CAPITAL EQUIPMENT**

Equipment, including rolling stock, vehicles, machinery, etc., other than supplies, which is used to provide a service to the community.

#### **QUALIFIED**

Meeting such qualifications as the Town may set forth in its requests for bids, quotations, or proposals.

#### **QUOTATION**

A notice, in writing, whereby a vendor informs the Town of the price for which he/she will furnish supplies, materials, equipment or services to the Town. A written promise from a supplier, vendor, contractor or professional guaranteeing the cost of specific supplies, materials, equipment or services. Any and all quotes deemed not to be in the best interests of the Town may be rejected and any quote deemed to be in its best interests may be accepted.

#### **RESPONSIBLE**

Having the experience and financial strengths, in the reasonable judgment of the Town, necessary to perform in the delivery of services, materials, equipment or supplies.

#### **SERVICES**

Includes contractual services rendered to the Town by a vendor.

#### **SUPPLIES**

Goods in a manufactured state kept in the ordinary course of business for regular use or consumption.

#### **MATERIALS**

Basic ingredients in a relatively raw, unrefined or unmanufactured state that may be worked into a more finished form (i.e., sand, wood, asphalt).

#### **TOWN**

All Town agencies, including the Board of Education and excluding Town of Colchester-Town of East Hampton Joint Facilities (Joint Facilities).

#### **STUDENT EDUCATIONAL**

Shall mean tuition paid to public or private institutions as well as special education services provided to children as identified in the child's Individualized Educational Program (IEP).

#### **LEGAL SERVICES**

Services provided by firms and individuals licensed to practice law in the state of Connecticut.



## PROFESSIONAL ENGINEERING

A person or firm who is licensed to practice in the State of Connecticut and qualified by reason of his knowledge of mathematics, the physical sciences and the principles of engineering, acquired by professional education and practical experience, to engage in engineering practice, including rendering or offering to render to clients any professional service such as consultation, investigation, evaluation, planning, design or responsible supervision of construction, in connection with any public or privately-owned structures, buildings, machines, equipment, processes, works or projects in which the public welfare or the safeguarding of life, public health or property is concerned or involved.

### **§ 117-3. Purchases of capital equipment, services, materials and supplies.**

All purchases in excess of \$2,000 require a purchase order, standing purchase order or requisition. The following requirements shall govern the purchase of supplies, equipment and services:

- A. If the estimated value is less than \$10,000, the department or agency head may make the purchase after careful review of the most competitive price considering the quality of the proposed purchased items.
- B. If the estimated value is equal to or greater than \$10,000 but less than \$20,000, the purchase may be made with the approval of the Town Manager or his designee (or in the case of Board of Education purchases, the Superintendent of Schools or his designee) after the department head or agency head has received at least three written quotations, and the purchase shall be the lowest qualified and responsible quote. If for any reason three quotes are not obtained, the purchase may be made after providing written documentation for the files, indicating why three quotes could not be obtained.
- C. If the estimated value is equal to or greater than \$20,000, the purchase shall generally be made from the lowest qualified and responsible bidder using a sealed bid procedure described in § 117-5 below, with two exceptions hereafter described. The award shall be made by the Town Council or, in the case of Education purchases, the Board of Education, unless it is a joint bid with another Town agency, in which case the Council shall make the award. The first exception is where the proposal of the lowest qualified and responsible bidder exceeds the Town's budget for the item, in which case the Town may reject all proposals by majority vote of the Town Council or Board of Education, as the case may be. The second exception applies where it is deemed to be in the best interests of the Town of East Hampton to make the award to a bidder other than the lowest qualified and responsible bidder. This latter exception requires an affirmative vote of 3/4 of the elected membership of the Town Council at a regular or special meeting.
- D. Contracts for service and/or maintenance shall be acquired or bid in accordance with the provisions of this section. Such contracts may be entered for periods renewable on a month-to-month basis and shall be terminable upon written thirty-day notice by the Town/Board of Education or the vendor/supplier. Such contracts shall remain in effect until such termination and shall not require quotation or re-bid until such termination.



- E. Splitting of contracts to avoid any of the limits of this section shall be prohibited.
- F. Consulting services shall be acquired through a "Request For Proposals" process, unless a written justification is provided to the Town Council or Board of Education that a single source is uniquely qualified to provide the desired services.

#### § 117-4. Exemptions.

The items listed below will not require sealed bids and are exempt from the requirements of §117-3, but do require **Town Manager** approval or, in the case of Education purchases, the Superintendent of Schools.

- A. Legal, physician, professional engineering and student educational services. Auditing services shall be exempt and shall be approved by the Board of Finance.
- B. Purchases made from any agency or office of the federal, state or local government or other governmental unit, or nonprofit organization or sole-source supplier shall be exempt.
- C. Nothing in this chapter shall prohibit the Town from purchasing items under state bids and/or contracts and/or participation in regional purchasing councils who have used a sealed bid procedure.
- D. Nothing in this chapter shall prohibit the Town from contracting for repairs of an immediate nature for health and safety reasons and to prevent damage or injury.
- E. Materials. When multiple suppliers of material are not within the transportable range the Public Works Department shall seek to obtain the best price within the transportable range.
- F. Existing maintenance or service contracts which have no fixed duration shall remain in effect on a renewable basis and shall not be subject to the acquisition and/or bid requirements outlined in §117-3 until such time as said contract is terminated in accordance with §117-3D.
- G. Purchases of used equipment where comparable bids are unavailable, and it has been determined by the Town Manager that the purchase of a particular piece of equipment is of good value to the Town, shall be exempt.
- H. Services furnished by a monopoly utility.
- I. Annual maintenance agreements that are provided by a specialized vendor for specialized types of equipment. i.e., telephone or computer system service contract.
- J. Those exempted or determined by law.

K. On-Line Reverse Auctions pursuant to State Public Act 08-141 approved June 5, 2008.

L. Items that will maintain consistency with other like items previously purchased.

M. The purchase of surety bonds and insurance shall be exempt

**§ 117-5. Scaled bid procedure.**

A. All requests for bids shall be advertised in a newspaper suitable for notifying multiple prospective bidders or advertised on the State of Connecticut Department of Administrative Services Web page. *Editor's Note: The Department of Administrative Services Web page can be accessed at [www.das.state.ct.us](http://www.das.state.ct.us).* When necessary, the Town shall also directly solicit potential qualified sources for bids. The goal shall be to obtain at least three bids. If, however, after due diligence has been exercised, fewer than three bids have been received, the Town may award the contract if it is in the best interest of the Town.

B. A copy of the invitation to bid or the legal notice will be posted at the Town Hall in the office of the Town Clerk until the bids have been opened.

C. Bid documents shall be available to all firms indicating an interest in bidding. A fee may or may not be charged for bid documents.

**D.**

**§ 117-6. Insurance and licensing requirements.**

All parties employed by the Town to perform work on Town-owned property shall carry the required level of insurance coverage, indemnity, and hold the Town harmless. The Town shall be named as additional insured on the insurance certificate. When required by law (such as the trades, etc.), all parties performing work for the Town shall have and maintain the required licenses and/or certifications to perform such work.

**§ 117-7. Waivers.**

With a vote of 3/4 of the elected membership of the Town Council, at a regular or special meeting, the Town Council may waive the bidding procedure with regard to any purchase upon finding that such waiver is in the best interest of the Town. Such waiver shall include in the record the reasons for the Council's action. Public notice shall be given at least seven days in advance of any vote to consider a waiver of the bidding procedure.

**§ 117-8. Nondiscrimination.**

*Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. 1).* Purchasing shall be conducted without regard to the political affiliation, race, sex, age, religion, national origin, disability, familial relationship or business associations of vendors and/or contractors. All purchasing will comply with the provisions of applicable state and federal laws pertaining to civil rights, equal opportunity and affirmative action.



**§ 117-9. Conflicts of interest.**

The Ethics Resolution as adopted and amended by the Town Council shall be applicable to this chapter. *Editor's Note: See Ch. E, Code of Ethics.*

**§ 117-10. LOCAL VENDOR PREFERENCE**

For all bids and quotes submitted for purchases, exceeding \$20,000, any qualified and registered local vendor who has submitted a bid or quote not more than 5% higher than the lowest qualified bid or quote will be awarded the contract or purchase order, so long as such local vendor agrees to provide the goods or services which are the subject of such contract or purchase order at the same price as the lowest qualified bid or quote received. In the event that more than one local vendor submits a bid or quote not more than 5% higher than the lowest qualified bid or quote, the award shall be to that local vendor originally submitting the lowest qualified bid or quote.

For purposes of this section, a qualified and registered local vendor is defined as one who maintains a principal place of business within the Town limits of East Hampton by occupying real property in which to conduct such business or by paying ad valorem taxes on business property to the Town. Evidence of the maintenance of such principal place of business may include the ownership or long-term lease of real estate from which the principal place of the business is operated or the payment of property taxes on the personal property of the business to be used in the performance of the bid. This section shall not apply in any situation where the preference created by this section would violate Federal or state law or any existing contracts.

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the Town and other municipalities or the State of Connecticut.



## Chapter 117. PURCHASING

[HISTORY: Adopted by the Town Council of the Town of East Hampton 10-30-2001 (Ord. No. 12.07). Amendments noted where applicable.]

### GENERAL REFERENCES

Code of Ethics -See Ch. E.

#### § 117 -1. Declaration of policy.

It is the intent of the Town to provide consistent rules for the purchase of equipment, services, ~~and~~ supplies and materials to facilitate efficient municipal operations and to provide fairness to all parties, including but not limited to individuals, corporations, or government agencies whose equipment, services and supplies are purchased by the Town of East Hampton, including the Board of Education. Purchases shall be made considering price, quality and availability as important determining factors in the selection of equipment, services and supplies.

Where Federal or State law or regulations including grant requirements require other procedures, such other procedures will be followed in lieu of those specified within this policy.

#### Responsibility for Compliance

Compliance with this Purchasing Policy shall be monitored as follows:

- The Town Manager shall bear primary, non-delegable responsibility for ensuring compliance with this policy. ~~For purchases made by the Board of Education, The Superintendent of Schools shall bear primary, non-delegable responsibility for ensuring compliance with this policy for purchases made by the Board of Education (BOE).~~
- All employees, including Department Heads, supervisors and any other authorized personnel who make purchases for the Town are responsible for following the provisions outlined in this policy and the purchasing procedures manual when making purchases with Town funds.

#### § 117 -2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated as follows:

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public at a specified date and time by the Town Manager (or designee) or by the Superintendent of Schools (or designee), as the case may be, whereby a vendor informs the Town of the price for which he/she shall furnish supplies, materials, equipment, or services to the Town.

#### **CAPITAL EQUIPMENT**

Equipment, including rolling stock, vehicles, machinery, etc., other than supplies, which is used to provide a service to the community.

#### **QUALIFIED**

Meeting such qualifications as the Town may set forth in its requests for bids, quotations, or proposals.

#### **QUOTATION**

A notice, in writing, whereby a vendor informs the Town of the price for which he/she will furnish supplies, materials, equipment or services to the Town. A written promise from a supplier, vendor, contractor or professional guaranteeing the cost of specific supplies, materials, equipment or services. Any and all quotes deemed not to be in the best interests of the Town Joint Facilities may be rejected and any quote deemed to be in its best interests may be accepted.

#### **RESPONSIBLE**

Having the experience and financial strengths, in the reasonable judgment of the Town, necessary to perform in the delivery of services, materials, equipment or supplies.

#### **SERVICES**

Includes contractual services rendered to the Town by a vendor.

#### **SUPPLIES**

Goods in a manufactured state kept in the ordinary course of business for regular use or consumption.

#### **MATERIALS**

Basic ingredients in a relatively raw, unrefined or unmanufactured state that may be worked into a more finished form (i.e., sand, wood, asphalt).

~~Includes supplies and materials used in the daily operation of the Town.~~

#### **TOWN**

All Town agencies, including the Board of Education and excluding Town of Colchester-Town of East Hampton Joint Facilities (Joint Facilities).

#### **STUDENT EDUCATIONAL**

Shall mean tuition paid to public or private institutions as well as special education services provided to children as identified in the child's Individualized Educational Program (IEP).



## LEGAL SERVICES

Services provided by firms and individuals licensed to practice law in the state of Connecticut.

## PROFESSIONAL ENGINEERING

Means a person or firm who is licensed to practice in the State of Connecticut and qualified by reason of his knowledge of mathematics, the physical sciences and the principles of engineering, acquired by professional education and practical experience, to engage in engineering practice, including rendering or offering to render to clients any professional service such as consultation, investigation, evaluation, planning, design or responsible supervision of construction, in connection with any public or privately-owned structures, buildings, machines, equipment, processes, works or projects in which the public welfare or the safeguarding of life, public health or property is concerned or involved.

### **§ 117-3. Purchases of capital equipment, services, materials and supplies.**

All purchases in excess of \$2,000 -require a purchase order, standing purchase order or requisition. The following requirements shall govern the purchase of supplies, equipment and services:

- A. If the estimated value is less than \$105,000, the department or agency head may make the purchase after careful review of the most competitive price considering the quality of the proposed purchased items.
- B. If the estimated value is equal to or greater than \$510,000 but less than \$210,000, the purchase may be made with the approval of the Town Manager or his designee (or in the case of ~~the~~ Board of Education purchasesoperating budget, the Superintendent of Schools or his designee) after the department head or agency head has received at least three written quotations, and the purchase shall be the lowest qualified and responsible quote. If for any reason three quotes are not obtained, the purchase may be made after providing written documentation for the files, indicating why three quotes could not be obtained.
- C. If the estimated value is equal to or greater than \$210,000, the purchase shall generally be made from the lowest qualified and responsible bidder using a sealed bid procedure described in § 117-5 below, with two exceptions hereafter described. The award shall be made by the Town Council or, in the case of Education purchases~~the School operating budget~~, the Board of Education, unless it is a joint bid with another Town agency, in which case the Council shall make the award. The first exception is where the proposal of the lowest qualified and responsible bidder exceeds the Town's budget for the item, in which case the Town may reject all proposals by majority vote of the Town Council or Board of Education, as the case may be. The second exception applies where it is deemed to be in the best interests of the Town of East Hampton to make the award to a bidder other than the lowest qualified and responsible bidder. This latter exception requires an affirmative vote of 3/4 of the elected membership of the Town Council at a regular or special meeting.
- D. Contracts for service and/or maintenance shall be acquired or bid in accordance with the provisions of this section. Such contracts may be entered for periods renewable on a month-to-month basis and shall be terminable upon written thirty-day notice by the Town/Board of Education or the vendor/supplier. Such contracts shall remain in effect until such



termination and shall not require quotation or re-bid until such termination.

E. Splitting of contracts to avoid any of the limits of this section shall be prohibited.

~~F.~~ Consulting services shall be acquired through a "Request For Proposals" process, unless a written justification is provided to the Town Council or Board of Education that a single source is uniquely qualified to provide the desired services.

#### § 117-4. Exemptions.

##### Exceptions to bid requirements that do not require Town Council approval for purchase

The items listed below will not require sealed bids and are exempt from the requirements of §117-3, but do require Town Manager approval or, in the case of Education purchases, the Superintendent of Schools.

A. Legal, physician, professional engineering and, student educational services.

~~A.~~ Auditing services shall be exempt and shall be approved by the Board of Finance. Consulting services shall be acquired through a "Request For Proposals" process, unless a written justification is provided to the Town Council or Board of Education that a single source is uniquely qualified to provide the desired services.

B. Purchases made from any agency or office of the federal, state or local government or other governmental unit, or nonprofit organization or sole-source supplier shall be exempt.

C. Nothing in this chapter shall prohibit the Town from purchasing items under state bids and/or contracts and/or participation in regional purchasing councils who have used a sealed bid procedure.

D. Nothing in this chapter shall prohibit the Town from contracting for repairs of an immediate nature for health and safety reasons and to prevent damage or injury.

E. Materials. When multiple suppliers of material are not within the transportable range, the Public Works Department shall be exempt from the requirements of § 117-3. In such case, the Public Works Department shall seek to obtain the best price within the transportable range.

F. Existing maintenance or service contracts which have no fixed duration shall remain in effect on a renewable basis and shall not be subject to the acquisition and/or bid requirements outlined in §117-3 until such time as said contract is terminated in accordance with §117-3D.

G. Purchases of used equipment where comparable bids are unavailable, and it has been determined by the Town Manager that the purchase of a particular piece of equipment is of

good value to the Town, shall be exempt.

H. Services~~These~~ furnished by a monopoly utility.

I. Annual maintenance agreements that are provided by a specialized vendor for specialized types of equipment. i.e., telephone or computer system service contract.

J. Those exempted or determined by law.

K. On-Line Reverse Auctions pursuant to State Public Act 08-141 approved June 5, 2008.

L. Items that will maintain consistency with other like items previously purchased.

M. The purchase of surety bonds and insurance shall be exempt

#### **§ 117-5. Scaled bid procedure.**

A. All requests for bids shall be advertised in a newspaper suitable for notifying multiple prospective bidders or advertised on the State of Connecticut Department of Administrative Services Web page. *Editor's Note: The Department of Administrative Services Web page can be accessed at [www.das.state.ct.us](http://www.das.state.ct.us).* When necessary, the Town shall also directly solicit potential qualified sources for bids. The goal shall be to obtain at least three bids. If, however, after due diligence has been exercised, fewer than three bids have been received, the Town may award the contract if it is in the best interest of the Town.

B. A copy of the invitation to bid or the legal notice will be posted at the Town Hall in the office of the Town Clerk until the bids have been opened.

~~C. C.~~ Bid documents shall be available to all firms indicating an interest in bidding. A fee may or may not be charged for bid documents.

~~C. Special consideration shall be given to Bids from organizations which file taxes within the Town after bids are considered for qualification and responsibility.~~

D.

#### **§ 117-6. Insurance and licensing requirements.**

All parties employed by the Town to perform work on Town-owned property shall carry the required level of insurance coverage, indemnity, and hold the Town harmless. The Town shall be named as additional insured on the insurance certificate. When required by law (such as the trades, etc.), all parties performing work for the Town shall have and maintain the required licenses and/or certifications to perform such work.

#### **§ 117-7. Waivers.**



With a vote of 3/4 of the elected membership of the Town Council, at a regular or special meeting, the Town Council may waive the bidding procedure with regard to any purchase upon finding that such waiver is in the best interest of the Town. Such waiver shall include in the record the reasons for the Council's action. Public notice shall be given at least seven days in advance of any vote to consider a waiver of the bidding procedure.

**§ 117-8. Nondiscrimination.**

*Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. 1).* Purchasing shall be conducted without regard to the political affiliation, race, sex, age, religion, national origin, disability, ~~residence~~, familial relationship or business associations of vendors and/or contractors. All purchasing will comply with the provisions of applicable state and federal laws pertaining to civil rights, equal opportunity and affirmative action.

**§ 117-9. Conflicts of interest.**

The Ethics Resolution as adopted and amended by the Town Council shall be applicable to this chapter. *Editor's Note: See Ch. E, Code of Ethics.*

**§ 117-10. LOCAL VENDOR PREFERENCE**

For all bids and quotes submitted for purchases, exceeding \$20,000, any qualified and registered local vendor who has submitted a bid or quote not more than 5% higher than the lowest qualified bid or quote will be awarded the contract or purchase order, so long as such local vendor agrees to provide the goods or services which are the subject of such contract or purchase order at the same price as the lowest qualified bid or quote received. In the event that more than one local vendor submits a bid or quote not more than 5% higher than the lowest qualified bid or quote, the award shall be to that local vendor originally submitting the lowest qualified bid or quote.

For purposes of this section, a qualified and registered local vendor is defined as one who maintains a principal place of business within the Town limits of East Hampton by occupying real property in which to conduct such business or by paying ad valorem taxes on business property to the Town. Evidence of the maintenance of such principal place of business may include the ownership or long-term lease of real estate from which the principal place of the business is operated or the payment of property taxes on the personal property of the business to be used in the performance of the bid. This section shall not apply in any situation where the preference created by this section would violate Federal or state law or any existing contracts.

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the Town and other municipalities or the State of Connecticut.



**APPLICATION FOR APPOINTMENT OR RE-APPOINTMENT TO BOARDS,  
COMMISSIONS OR COMMITTEES**

**Dear East Hampton Resident:**

Volunteer involvement on boards, commissions and agencies is important to the vitality and success of local government. All citizens should consider at some time in their lives, contributing to their community with their service and talent. It takes more than living in a community to be part of it. Your Town needs volunteers to carry out local decision-making and to promote a quality of life that is important to our Town's future. Please take time to submit your name as a possible volunteer on a local board, commission or agency.

Sincerely,

**EAST HAMPTON TOWN COUNCIL**

Barbara Moore, Chairperson  
Kevin Reich, Vice Chairman  
Ted Hintz, Jr.  
Mark Philhower  
Patience Anderson  
George Pfaffenbach  
Philip Visintainer

**RETURN TO: OFFICE OF THE TOWN MANAGER  
20 East High Street  
East Hampton, CT 06424**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

☎ Home: \_\_\_\_\_ ☎ Work: \_\_\_\_\_ ☎ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

- |  |  |
|--|--|
| 1. Parks & Recreation Advisory Board                   | 12. Economic Development Commission            |
| 2. Planning & Zoning Commission                        | 13. Town Cemetery Board                        |
| 3. Water Pollution Control Authority                   | 14. Middle Haddam Historic District Commission |
| 4. Board of Fire Commissioners                         | 15. Design Review Board                        |
| 5. Inland/Wetlands Watercourse Agency                  | 16. Ethics Commission                          |
| 6. Northern Middlesex County Cable TV Advisory Council | 17. Brownfields Redevelopment Agency           |
| 7. Housing Authority                                   | 18. Commission on Aging                        |
| 8. Housing Code Board of Appeals                       | 19. Arts & Cultural Commission                 |
| 9. Building Code Board of Appeals                      | 20. Agriculture Commission                     |
| 10. Conservation-Lake Commission                       | 21. _____                                      |
| 11. CT River Assembly                                  | 22. Other (please specify)                     |

If you have any questions or require additional information, please contact the Town Manager's Office at 267-4468. Please read and complete all three pages of this application, sign and return to the Town Hall at the above listed address.

## Background Information

To be considered for appointment or re-appointment, you must complete the following:

1. Registered Voter? ☐ Yes ☐ No
2. Party Affiliation: \_\_\_\_\_
3. New Appointment: ☐ Yes ☐ No
4. If Reappointment, Years Served: \_\_\_\_\_
5. How many years as a local resident? \_\_\_\_\_
6. Why do you wish to serve on the indicated Board, Commission or Committee?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Skills & abilities you would bring to local government:  
\_\_\_\_\_  
\_\_\_\_\_

8. Other local appointments held or presently serving:  
\_\_\_\_\_  
\_\_\_\_\_

9. Occupation / Background:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Have you ever been convicted of a crime? ☐ Yes ☐ No If yes, please explain below:  
\_\_\_\_\_  
\_\_\_\_\_

11. Education	Name of School	Date Graduated
High School:	_____	_____
College:	_____	_____
Other:	_____	_____

## Acknowledgement and Signature Section

I **ACKNOWLEDGE** that as part of my application I shall disclose all communications of any kind or nature with any Town Official or Town Employee relating to Town's regulatory or statutory activities involving any financial or business interest of the applicant and/or his immediate family that has a monetary value of not less than \$250 (or is intended to generate a financial gain of not less than \$250) in any calendar year and is not common to the citizens of the Town;

I **ACKNOWLEDGE** that I have not been found in violation of any state, municipal or professional code of ethics or conduct;

I **ACKNOWLEDGE** that I have not been convicted of a Class A misdemeanor, a felony, pled guilty or *nolo contendere*<sup>2</sup> to a felony, or accepted a deferred judgment or deferred prosecution to a felony charge;

I **FURTHER ACKNOWLEDGE** that I will notify the Town Council and the Ethics Commission in a detailed written letter identifying any changes in the above stated or acknowledged facts;

**CERTIFICATION OF ACCURACY:** I state, under penalty of dismissal from and cause for removal from applied for Commission, Board or Committee, that the information contained in this form filed with the Town of East Hampton Town Manager's Office, is, to the best of my knowledge and belief, true, accurate and correct.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date<sup>3</sup>

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Upon completion of form and signature, please return to the East Hampton Town Manager's Office listed on page one.

1. Must be a registered voter and bona fide resident of East Hampton to serve on Boards, Commissions or Committees
2. *Nolo contendere*: Latin for "no contest". In a criminal proceeding, a defendant may enter a plea of *nolo contendere*, in which he does not accept or deny responsibility for the charges but agrees to accept punishment. The plea differs from a guilty plea because it cannot be used against the defendant in another cause of action.
3. Application expires one (1) year from the date of file stamp by the Town Manager's or Town Clerk's Office.
4. [The Town Council reserves the right to appoint a non-resident registered voter who owns real property in East Hampton.](#)



## **Purpose**

In recognition that buildings, infrastructure, and major equipment are the physical foundation for providing services to the residents of the Town of EAST HAMPTON, a multi-year Capital Improvement Program (CIP) is prepared and reviewed annually. The purpose of the CIP is to budget for the acquisition, replacement or renovation of major capital/fixed assets. These items are generally not of a recurring nature and not included in the regular operating budget process. Careful planning during this process is critical to the procurement, construction, and maintenance of capital assets to meet the needs and activities of the Town. The General Fund, through the annual operating budget, is the primary funding source for the CIP and therefore plays an integral role in the development of the program. Proper planning and funding will mitigate budget fluctuations year over year.

A comprehensive capital plan will help ensure the future financial discipline and funding stability of the Town and systematically provide efficient delivery of public services to citizens and businesses.

Capital/Fixed Assets are categorized as follows:

- Land
- Land Improvements
- Buildings and Improvements
- Machinery and Equipment
- Infrastructure

The following Capital/Fixed Asset items are to be included in the Town's annual operating budget:

- Fixed assets that cost less than \$10,000
- Fixed assets that are of a recurring nature and acquired each year

## **Definitions**

1. The **Capital improvement program** is defined as a plan for capital expenditures over a multi-year period to meet identified improvements in capital assets.
2. The **Capital Budget** is the first year of a five year plan for capital expenditures to be incurred over a given fiscal year from funds appropriated through the annual budget process for projects scheduled in the same year.
3. **Capital Equipment** is defined as any item that has an expected life of five (5) years or more and a purchase price in excess of \$5,000. Items costing less than \$5,000 and lasting less than five (5) years are to be purchased from material and supply accounts. The purchase price includes any costs of acquisition or transportation of the item or other costs associated with the installation or placing it into service. The expected life for a piece of equipment is that period of time for which it will be useful in carrying out operations without major repair to its physical condition. Generally, capital equipment includes, but is not limited to, furniture and fixtures, machinery and motor vehicles.
4. **Capital Projects** are the improvements that make up the capital budget. Each project has a specific purpose, justification and cost. Projects propose physical improvements in different elements of the Town's Infrastructure. Improvements include but are not limited to: construction, reconstruction, rehabilitation, modification, renovation, expansion, replacement, extension of streets, bridges, buildings, sidewalks, playgrounds, lights and acquisition of land, buildings with associated relocation, demolition and improvements such as landscaping, fencing and paving.
5. **Sinking Fund** is defined as an account composed of the accumulation of sums of money set aside periodically to provide a definite amount for a specific purpose at a certain future date. Annual calculations are equal and are calculated by dividing the total amount required by the number of years during which the figure must accumulate.

## **Criteria**

The following Capital/Fixed Asset items are to be included for consideration in the Town's Capital Improvement Program (CIP):

- The acquisition of and improvements to assets that cost \$10,000 or more and,
- The Capital/Fixed Assets, or improvements, that have an anticipated life expectancy of five years or more. Most non-recurring major expenditures are the result of the Town's acquisition of capital items that form the physical foundation for municipal services such as land, buildings, infrastructure improvements, machinery and equipment. However, there can be major expenditures for non-capital items that can be anticipated on a recurring and periodic basis and require significant funding. In addition to the above items, the following proposed expenditures may be considered in the CIP, although they may not constitute capital/fixed assets with useful lives of five years or more.
- Property revaluation required by the Connecticut General Statutes
- Technology programs and systems
- Sinking fund contributions for debt
- Sinking fund contributions for repairs to major fixed assets

These items and other similar items that may require significant funding of \$10,000 or more, and are not anticipated to be acquired each year, may be appropriate to be included in the CIP process.

The annual road paving program can be anticipated on a recurring basis; however, it requires funding of significantly more than \$10,000 and should be included in the CIP process.

This CIP provides for a five-year plan of acquisition, renovation, replacement and construction of the items included in the capital budget and includes a planning, budgetary and financing process.

Assets in excess of \$10,000 not precluded from acquisition in the general fund or other special revenue fund.

## **CAPITAL IMPROVEMENT COMMITTEE**

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### **MEMBERSHIP**

The Capital Improvement Committee shall be composed of one member of the Town Council, one member of the Board of Finance, and one member of the Board of Education. Committee assignments shall be determined by the board chair. The Town Finance Director, Town Manager and Superintendent of Schools shall be ex-officio Committee staff members without the right to vote.

### **ROLES & RESPONSIBILITIES**

The Committee shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which: 1) are purchased or undertaken at intervals of not less than five years; 2) have a useful life of at least five years; and 3) cost over \$10,000. All town departments, boards and committees, including the Board of Education, shall, by December 1<sup>st</sup> of each year, give to the Town Manager who shall forward to the Committee information concerning all anticipated projects requiring action during the ensuing five years. The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered by the Committee.

The Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following four fiscal years.



The report shall be submitted to the Board of Finance for its consideration and recommendation. The Board of Finance shall submit its recommended Capital Budget to the Town Council for approval (see Exhibit A).

Such Capital Improvement Program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals; but no such expenditure shall be incurred on projects which have not been so approved by the town through the appropriation of funds in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

The Committee's report and the Town Council's recommended Capital Budget shall be published and made available in a manner consistent with the distribution of the annual Town budget report. The Committee shall deposit its original report with the Town Clerk.

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#### **CAPITAL IMPROVEMENT PROGRAM TIMING/SCHEDULE**

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As part of the annual budget process, the CIP will be prepared, presented and acted upon in accordance with the following schedule:

No later than September 1	Department, board or agency shall submit a proposed five year CIP to the Town Manager
No later than October 1	Town Manager shall provide a five year planning document to the Capital Improvement Committee summarizing department proposals for capital improvements, a recommendation of items to be included in the CIP, project priorities for the following fiscal year and proposed method/sources of funding for all recommended projects.
On or about November 1	The Capital Improvement Committee shall receive, review and recommend the 5 year CIP. The plan will then be forwarded to the Board of Finance
On or about December 1	Board of Finance shall recommend CIP to Town Council
No later than January 1	Town Council adopts the CIP for the following fiscal year
Quarterly CIP meetings	The Capital Improvement Planning Committee shall meet at least quarterly to review and discuss current and proposed capital projects.

The Town Manager will provide the Town Council periodic CIP status reports throughout the year and present detailed project status reports or design plans on an as needed basis in accordance with the applicable project schedule.

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#### **IDENTIFICATION OF NEEDS**

---

Capital Improvement Items are considered on the basis of need and value to the community. Annually, each department, board or agency shall submit a proposed five year CIP to the Town Manager in accordance with the CIP schedule. Requested items shall include acquisition of capital assets, new construction, major renovations and improvements to municipal facilities, purchase of machinery and equipment and other items that satisfy the CIP criteria. Capital improvement proposals received outside of the formal CIP process from departments, citizens, agencies or organizations shall be forwarded to the Town Manager for review and recommendation to the Capital Improvement Committee, Board of Education, Board of Finance and Town Council as applicable.



Items that are to be included in the Capital Improvement Program include the following with an estimated cost of \$10,000 or more and have a useful life of not less than five years:

- Purchase of Land and Development Rights
- Construction of New Buildings
- Land and Building Improvements and Renovations
- Machinery and Equipment
- Infrastructure Improvements (streets, sewers, sidewalks, etc.)
- Vehicles and Construction equipment
- Feasibility Analysis/Design/Cost estimates and other professional services relative to anticipated major projects
- In addition to the above items, the CIP may include certain recurring expenditures/projects that due to their nature and anticipated cost are best appropriated through the CIP (e.g. revaluation or major software acquisition)

All Capital Projects under consideration must be submitted on forms provided by the Finance Department and include the following detail and descriptive information:

- 1) **PROJECT TITLE:** Enter the title best describing the project. Be concise, but as descriptive as possible.
- 2) **SUBMITTED BY:** Enter the Department, and division, if applicable.
- 3) **CONTACT PERSON:** Enter the name and telephone number of the person who can best answer detailed questions about this project.
- 4) **PROJECT DESCRIPTION:** Give a full, detailed description of the project. The description must contain enough information to allow for a detailed project cost estimate. If costs are estimated to exceed \$250,000 see "Estimated Costs" on page 5. If the project is construction of a building, specify the following: size; use; type of building; utility type; etc. If it is a street project, specify the following: length; width; whether it is new construction, reconstruction or resurfacing; whether it involves new signals, sewers, and/or sidewalks; etc. Photos and other documentation should also be submitted if they provide relevant information. Any project with insufficient information to develop a cost estimate will not be considered.
- 5) **PROJECT JUSTIFICATION:** Support the need for this project. Some of the questions you might want to consider below:

- Does the project meet established standards, codes or mandates?
- Does the project address a Town Council policy initiative or Board of Education goal?
- Does it address a health, fire, safety or security concern?
- Does it serve a segment of the community not currently served?
- Does it foster private investment? How much?
- Does it create jobs? How many? What type?
- Does it support economic development (i.e. tourism)?
- Does the project require additional staffing or operational increases (e.g. grant writer)?
- Does the project create any revenue?
- Do grant funds or other opportunities exist to offset costs?
- What will happen if the Town does not undertake this project?

Use the above and as a guide in submitting justifications.

- 6) **PROJECT LOCATION AND SERVICE AREA:** Give a brief description of the community impact the project will have as well as the area it will serve.
- 7) **SIGNATURE:** The Department Director must sign the bottom of the form and date it. The signature indicates that the director approves of the submission of the project and agrees with the information provided.

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## Estimated Costs

Costs shall be estimated for all items requested as part of the five-year Capital Improvement Program. Costs for

items requested in years two through five shall anticipate an escalation rate to be determined by the Town Manager and Finance Director at the beginning of the CIP process.

The steps for **major** capital projects in the CIP, those estimated to exceed \$250,000, may be required by the Town Manager and will generally include the following:

- A. Evaluation/feasibility phase, as necessary
- B. Preliminary design and cost estimating phase
- C. Final Design and construction

Subject to the specifics of the project, funding for steps A and B may be combined in the initial request. Cost estimates should include preliminary design fees, final design fees, architectural fees, construction management fees, construction costs, acquisition costs, contingency, escalation, legal and financing fees, including short term interest, and any other costs applicable to the project. The scope and estimated costs of in kind services shall be identified and presented along with the initial cost estimates for the project.

## **Funding**

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The Town Council, as part of the annual operating and capital budget process, will review the capital equipment and capital projects included in the CIP as recommended by the Board of Finance. The Town Manager and Finance Director will develop a recommended financing plan, with options, based on total project costs, cash flow, projected method(s) of financing the projects, Capital Reserve fund projections, mill rate and debt service impact on future operating budgets. The Town Council shall review these projections when developing project priorities and the recommended capital program for the following year. The goal is to effectively balance the total of the annual Capital Reserve Transfer and Debt Service requirements to minimize fluctuations in the mill rate in accordance with established guidelines set forth in this document.

An annual financing plan for the multi-year capital improvement plan is critical to the CIP process. Factors to be considered shall include:

- Anticipated revenue and expenditure trends and the relationship to multi-year financial plans
- Cash flow projections of the amount and timing of the capital improvement projects
- Compliance with all established financial policies
- Legal constraints imposed by Town charter or State statute
- Evaluation of various funding alternatives
- Reliability and stability of identified funding sources
- Evaluation of the affordability of the financing strategy, including debt ratios, future budgets and mill rate.

The Capital Improvement Program shall generally be funded as follows:

- A. **Capital Reserve Fund** – The Town will use the Capital Reserve Fund as the primary funding source for capital projects to be funded on a pay as you go basis. The Capital Reserve Fund is primarily funded through an annual appropriation from the General Fund.

Based on factors referenced herein the Town Council shall consider as a general guideline a **minimum** annual appropriation and transfer to the Capital Reserve Fund in an amount equivalent to three percent (3%) of the current adopted operating budget rounded to the next highest \$5,000. In no event shall the annual general fund contribution exceed 2 mills.

Annually the Board of Finance will review the General Fund unassigned fund balance, Capital Reserve unassigned fund balance and other funding requirements and may recommend a transfer of additional funds to the Capital Reserve Fund. The goal of the Town is to maintain an unassigned balance in the Capital Reserve Fund of an amount equivalent to \$1,000,000, except as needed to meet emergencies. The reserve policy will



be reviewed annually and adjusted accordingly as part of the CIP process. Factors to be considered include evaluation of the projects in the multi- year plan, the method of financing and their effect on projected mill rates.

- B. Capital Initiatives Fund** – This fund is primarily used to account for the construction and acquisition of major capital assets. Bond proceeds are the major funding source for projects accounted for in the fund.
- C. Donations/Grants/Loans** – Anticipated contributions from various organizations or groups towards certain Capital Improvement projects, grants and loans will be used in financing the CIP to determine final estimated net cost to the Town.
- D. General Obligation Bonds** – Projects that are anticipated to have a significant expenditure of funds should be considered for referendum and funded through the issuance of general obligation bonds that shall be authorized and issued in accordance with Connecticut statutes and the Town of East Hampton Charter. Projects funded through the issuance of debt must be approved by the Board of Finance, Town Council and Town Meeting. The Town Council may elect to have a project voted on at referendum in lieu of a Town Meeting.

## **AMENDING THE CAPITAL IMPROVEMENT PROGRAM**

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### **Revisions to Approved CIP Projects:**

Periodically there will be changes made to the approved CIP Projects that will require extra funding. This could arise from unanticipated inflation, change from the original project description or bids that may push up the original cost estimate. These additional funding requests will be handled as follows:

- 1- The Department or authorized entity responsible for the Project makes an initial determination that additional funds are required for a specific purpose.
- 2- The Department Head submits a written request for additional funding to the Town Manager. This request will include the original Finance Department CIP request form and will include detailed cost differences in the original Project and the revised Project.
- 3- This additional funding can be approved by the Town Manager providing the additional costs do not exceed the greater of \$10,000 or 10% of the original Project cost.
- 4- Should the Project Cost increase be more than \$10,000 or 10% of the original Project cost then the Project must go back to the CIP Committee for their review and approval.

### **Funding New and Emergency CIP Projects:**

Periodically there will be projects that arise suddenly or on an emergency basis. These projects may be recommended by employees, citizens, and members of boards or commissions.

- 1- The Department responsible for the project makes an initial determination that funds are required for a specific purpose.
- 2- The Department Head submits a written request for funds to the Town Manager. This written request is completed on the Finance Department's CIP Fund request form.
- 3- The Town Manager will make a recommendation to the CIP Committee. The Capital Improvement Committee will then make a recommendation that is forwarded to the Board of Finance.
- 4- The Town Manager will prepare a report and resolution for approval from the Board of Finance, Town Council, and Board of Education if needed. This report will be placed on the agenda of the next regular scheduled meeting of the Board of Finance and Town Council, and Board of Education if needed. Emergency meetings will be scheduled if necessary.

## **ACCOUNTING PROCEDURES**

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After all of the projects have been approved by Town Council the Finance Department will begin the process of establishing accounts for the approved programs. All appropriations will be established based upon the approved project cost and prepared by using the line item criteria established by the cost estimate forms. In addition, the

Finance Department will be responsible for the following:

- 1) Maintaining grant agreements;
- 2) Maintaining audit records;
- 3) Receiving and recording revenues;
- 4) Distributing payments;
- 5) Reconciling the general ledger;
- 6) Reconciling bank statements and investments; and
- 7) Monitoring department performance.

The Department Director or Project Manager will be responsible for the following:

- 1) Creating monthly project status reports;
- 2) Creating and maintaining project timetables;
- 3) Explaining project changes and/or cost overruns;
- 4) Providing updates to the Town Council;
- 5) Presenting projects to committee and the Town Council;
- 6) Completing data detail for the Finance Department; and
- 7) Estimating costs and/or staffing requirements.

## Purpose

In recognition that buildings, infrastructure, and major equipment are the physical foundation for providing services to the residents of the Town of EAST HAMPTON, a multi-year Capital Improvement Program (CIP) is prepared and reviewed annually. The purpose of the CIP is to budget for the acquisition, replacement or renovation of major capital/fixed assets. These items are generally not of a recurring nature and not included in the regular operating budget process. Careful planning during this process is critical to the procurement, construction, and maintenance of capital assets to meet the needs and activities of the Town. The General Fund, through the annual operating budget, is the primary funding source for the CIP and therefore plays an integral role in the development of the program. Proper planning and funding will mitigate budget fluctuations year over year.

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Capital/Fixed Assets are categorized as follows:

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The following Capital/Fixed Asset items are to be included in the Town's annual operating budget:

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## Definitions

1. The **Capital improvement program** is defined as a plan for capital expenditures over a multi-year period to meet identified improvements in capital assets.
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## **CAPITAL IMPROVEMENT COMMITTEE**

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### **MEMBERSHIP**

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#### **IDENTIFICATION OF NEEDS**

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7) **SIGNATURE:** The Department Director must sign the bottom of the form and date it. The signature indicates that the director approves of the submission of the project and agrees with the information provided.

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## Estimated Costs

Costs shall be estimated for all items requested as part of the five-year Capital Improvement Program. Costs for



items requested in years two through five shall anticipate an escalation rate to be determined by the Town Manager and Finance Director at the beginning of the CIP process.

The steps for **major** capital projects in the CIP, those estimated to exceed \$250,000, may be required by the Town Manager and will generally include the following:

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Subject to the specifics of the project, funding for steps A and B may be combined in the initial request. Cost estimates should include preliminary design fees, final design fees, architectural fees, construction management fees, construction costs, acquisition costs, contingency, escalation, legal and financing fees, including short term interest, and any other costs applicable to the project. The scope and estimated costs of in kind services shall be identified and presented along with the initial cost estimates for the project.

## **Funding**

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The Town Council, as part of the annual operating and capital budget process, will review the capital equipment and capital projects included in the CIP as recommended by the Board of Finance. The Town Manager and Finance Director will develop a recommended financing plan, with options, based on total project costs, cash flow, projected method(s) of financing the projects, Capital Reserve fund projections, mill rate and debt service impact on future operating budgets. The Town Council shall review these projections when developing project priorities and the recommended capital program for the following year. The goal is to effectively balance the total of the annual Capital Reserve Transfer and Debt Service requirements to minimize fluctuations in the mill rate in accordance with established guidelines set forth in this document.

An annual financing plan for the multi-year capital improvement plan is critical to the CIP process. Factors to be considered shall include:

- Anticipated revenue and expenditure trends and the relationship to multi-year financial plans
- Cash flow projections of the amount and timing of the capital improvement projects
- Compliance with all established financial policies
- Legal constraints imposed by Town charter or State statute
- Evaluation of various funding alternatives
- Reliability and stability of identified funding sources
- Evaluation of the affordability of the financing strategy, including debt ratios, future budgets and mill rate.

The Capital Improvement Program shall generally be funded as follows:

- A. Capital Reserve Fund** – The Town will use the Capital Reserve Fund as the primary funding source for capital projects to be funded on a pay as you go basis. The Capital Reserve Fund is primarily funded through an annual appropriation from the General Fund.

Based on factors referenced herein the Town Council shall consider as a general guideline a **minimum** annual appropriation and transfer to the Capital Reserve Fund in an amount equivalent to three percent (3%) of the current adopted operating budget rounded to the next highest \$5,000. In no event shall the annual general fund contribution exceed 2 mills.

Annually the Board of Finance will review the General Fund unassigned fund balance, Capital Reserve unassigned fund balance and other funding requirements and may recommend a transfer of additional funds to the Capital Reserve Fund. The goal of the Town is to maintain an unassigned balance in the Capital Reserve Fund of an amount equivalent to \$1,000,000, except as needed to meet emergencies. The reserve policy will



be reviewed annually and adjusted accordingly as part of the CIP process. Factors to be considered include evaluation of the projects in the multi-year plan, the method of financing and their effect on projected mill rates.

- B. Capital Initiatives Fund** – This fund is primarily used to account for the construction and acquisition of major capital assets. Bond proceeds are the major funding source for projects accounted for in the fund.
- C. Donations/Grants/Loans** – Anticipated contributions from various organizations or groups towards certain Capital Improvement projects, grants and loans will be used in financing the CIP to determine final estimated net cost to the Town.
- D. General Obligation Bonds** – Projects that are anticipated to have a significant expenditure of funds should be considered for referendum and funded through the issuance of general obligation bonds that shall be authorized and issued in accordance with Connecticut statutes and the Town of East Hampton Charter. Projects funded through the issuance of debt must be approved by the Board of Finance, Town Council and Town Meeting. The Town Council may elect to have a project voted on at referendum in lieu of a Town Meeting.

## **AMENDING THE CAPITAL IMPROVEMENT PROGRAM**

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### **Revisions to Approved CIP Projects:**

Periodically there will be changes made to the approved CIP Projects that will require extra funding. This could arise from unanticipated inflation, change from the original project description or bids that may push up the original cost estimate. These additional funding requests will be handled as follows:

- 1- The Department or authorized entity responsible for the Project makes an initial determination that additional funds are required for a specific purpose.
- 2- The Department Head submits a written request for additional funding to the Town Manager. This request will include the original Finance Department CIP request form and will include detailed cost differences in the original Project and the revised Project.
- 3- This additional funding can be approved by the Town Manager providing the additional costs do not exceed the greater of \$10,000 or 10% of the original Project cost.
- 4- Should the Project Cost increase be more than \$10,000 or 10% of the original Project cost then the Project must go back to the CIP Committee for their review and approval.

### **Funding New and Emergency CIP Projects:**

Periodically there will be projects that arise suddenly or on an emergency basis. These projects may be recommended by employees, citizens, and members of boards or commissions.

- 1- The Department responsible for the project makes an initial determination that funds are required for a specific purpose.
- 2- The Department Head submits a written request for funds to the Town Manager. This written request is completed on the Finance Department's CIP Fund request form.
- 3- The Town Manager will make a recommendation to the CIP Committee. The Capital Improvement Committee will then make a recommendation that is forwarded to the Board of Finance.
- 4- The Town Manager will prepare a report and resolution for approval from the Board of Finance, Town Council, and Board of Education if needed. This report will be placed on the agenda of the next regular scheduled meeting of the Board of Finance and Town Council, and Board of Education if needed. Emergency meetings will be scheduled if necessary.

## **ACCOUNTING PROCEDURES**

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After all of the projects have been approved by Town Council the Finance Department will begin the process of establishing accounts for the approved programs. All appropriations will be established based upon the approved project cost and prepared by using the line item criteria established by the cost estimate forms. In addition, the

Finance Department will be responsible for the following:

- 1) Maintaining grant agreements;
- 2) Maintaining audit records;
- 3) Receiving and recording revenues;
- 4) Distributing payments;
- 5) Reconciling the general ledger;
- 6) Reconciling bank statements and investments; and
- 7) Monitoring department performance.

The Department Director or Project Manager will be responsible for the following:

- 1) Creating monthly project status reports;
- 2) Creating and maintaining project timetables;
- 3) Explaining project changes and/or cost overruns;
- 4) Providing updates to the Town Council;
- 5) Presenting projects to committee and the Town Council;
- 6) Completing data detail for the Finance Department; and
- 7) Estimating costs and/or staffing requirements.



## TOWN OF EAST HAMPTON AGENDA REPORT

Agenda Item: 9a

Item to be presented by: V.F. Susco, Jr

DATE: May 28, 2014

SUBJECT: Phase 1-B Application – Certificate of Public Convenience & Necessity (CPCN)  
Hampton Woods – PURA Docket 06-10-26

DEPARTMENT: WPCA

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**RECOMMENDED ACTION:** Authorize the Town Manager to enter into an agreement to own and operate the public water system known as Hampton Woods by the Town of East Hampton through its' WPCA

**BACKGROUND:** The Phase 1-B stage of the CPCN process evaluates the well yield and water quality data so that proper pump sizing, storage and appurtenant equipment and any required treatment processes can be incorporated into the final design of the water system. Pursuant to the Town's "**Regulations for Acceptance of Public Water Systems under the Certificate of Public Convenience & Necessity**"; upon the successful completion and affirmative findings that (1) a sufficient quantity of ground water will be available to support the project and (2) non-interference with existing public and/or private water supply wells the WPCA shall recommend that the Town Manager be authorized to enter into an agreement to own and operate the PWS by the Town of East Hampton through its WPCA. We have provided additional background leading up to this recommendation;

Memo February 25, 2014 by Vincent F. Susco, Public Utilities Administrator for the WPCA  
Memo April 25, 2014 by Woodard and Curran, hydrogeologists for the WPCA,  
Resolutions of the WPCA dated May 3, 2014  
Executed Agreement by owner dated May 20, 2014

**ALTERNATIVE ACTIONS:** As directed by the Town Council

**FISCAL IMPACT:** Pursuant to the Town's "**Regulations for Acceptance of Public Water Systems under the Certificate of Public Convenience & Necessity**"; all costs are to be borne by the Developer.

***Town of East Hampton***  
**Water Pollution Control Authority**  
**P.O. Box 218, 20 Gildersleeve Drive**  
**East Hampton, Connecticut 06424-0218**  
**Telephone (860) 267-2536, Fax (860) 267-9913**

TO: Mike Maniscalco, Town Manager

XC: Jim Carey, Building Planning & Zoning  
Thad King, Director of Health

Date: March 13, 2014

From: V. F. Susco, PUA

Re: Phase 1-B Application – Certificate of Public Convenience & Necessity (CPCN)  
Hampton Woods – Docket 06-10-26

Pursuant to the Town's "**Regulations for Acceptance of Public Water Systems under the Certificate of Public Convenience & Necessity**"; upon the successful completion and affirmative findings that (1) a sufficient quantity of ground water will be available to support the project and (2) non-interference with existing public and/or private water supply wells the WPCA shall recommend that the Town Manager be authorized to enter into an agreement to own and operate the PWS by the Town of East Hampton through its WPCA.

The Phase 1-B stage of the CPCN process evaluates the well yield and water quality data so that proper pump sizing, storage and appurtenant equipment and any required treatment processes can be incorporated into the final design of the water system.

Based upon the information contained in the Phase 1-B Application – Certificate of Public Convenience & Necessity for Hampton Woods – Docket 06-10-26 submitted on February 12, 2014 The WPCA determined the project should continue at its regular scheduled meeting of March 4, 2014 pending payment of the required deposit. On Monday, March 10, 2014 that deposit was received at the offices of the WPCA.

DETAILS:

Hampton Woods, LLC is in the process of developing a residential development on 63.2 acres of land located off Bear Swamp Road in eastern East Hampton. The 253-unit attached townhouse development will be regulated as a Community Water System (CWS) by the Connecticut Department of Public Health (DPH) because more than 25 people will be served on a daily basis. The site is not located within the boundaries of an existing public water system, but is within the Exclusive Service Area (ESA) of the Town of East Hampton. The water system will be supplied by six new bedrock wells that have been drilled, yield tested, and analyzed for water quality.

The project will be developed in phases. The water and wastewater facilities will be constructed in phases to match the phasing of construction. Each construction phase will be developed based upon the master plan to serve the entire complex.

Phase 1-A of the project will include activation of three of the wells and treatment capacity for 33 of the 253 units.

On October 29, 2007 DPUC stated that "The Department has determined that the criteria for Phase I-A have been met and hereby grants approval of Phase I-A of the Certificate process." Well sites were approved by the DPH on December 5, 2006 and August 27, 2007, with additional

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well site approvals granted on November 26, 2008; a renewal of the additional approvals was granted on December 28, 2009. The Chatham Health District was copied on these approvals. Each approval letter states that DPH has hereby granted its approval of this phase by issuing well site suitability certifications.

The estimated water system average daily demand (ADD) for the residential development is 49,335 gallons per day (gpd). Final peak hour demand is 16,445 gallons. The six wells will be classified as active water supply wells for the proposed water system. Water from the wells will be pumped to a new treatment building to be installed in the development. The treatment system will be initially sized to support the 33 units but will be constructed as such that expansion will be possible to accommodate the full build-out. The water treatment system will be equipped with pre and post chlorination, iron and manganese removal and pH control systems to address the concentrations of iron and manganese found in water from each well. A minimum of two atmospheric storage tanks located at the treatment plant will be required from which treated water will then be transferred via VFD booster pumps to the distribution system. The combined safe yield of the six wells was determined to be 66.57 gallons per minute (gpm). These rates are 90% of the sustained rates from the aquifer pumping test conducted from February 18, 2010 to February 23, 2010. Available water from the six wells is 71,895 gpd for pumping over an 18-hour duration.

#### **WELL DRILLING**

A total of 13 well sites were approved by DPH under Phase I-A, although only eight wells were drilled as presented in the following table. All wells were drilled by the Sima Drilling Company, Inc. of Cheshire, Connecticut between 2008 and 2010. Well drilling permits and well completion reports were submitted.

Well	Depth to Bedrock (ft)	Water-Yielding Fractures	Yield (gpm)
Well #1	15	50, 90, 110, 260	20+
Well #2	18	70, 90, 190	10
Well #5	11	30, 90, 230	3
Well #5R	3	120 (soft and caving)	2
Well #6	18	95, 200, 250, 275	30
Well #8	15	95, 170, 230-290 (soft)	8
Well #14	16	60, 90, 250, 310-330 (soft), 440	18
Well #15	18	180, 325	15

Based on the results of the drilling program, Wells #1, #2, #6, #8, #14, and #15 were identified as proposed sources of water supply. Wells #5 and #5R were considered to have unsuitable yields for public water supply purposes.

All infrastructure associated with water supply and treatment will be constructed on land deeded to the WPCA. This will include a well protective radius pursuant to the P.H.C. Class I Water Company Lands regulations.

Following the installation of the bedrock wells, Hampton Woods, LLC retained Milone & MacBroom, Inc. (MMI) to complete an aquifer pumping test in accordance with applicable DPH, CPCN, and Town of East Hampton WPCA regulations. This test occurred over a five-day period from February 18, 2010 at 9:30 AM through February 23, 2010 at 9:50 AM. A total of six bedrock wells were simultaneously pumped during the pumping test as outlined in the following table. The pumping test was designed to calculate the safe yield of each well per DPH regulations.

*The Water Pollution Control Authority is an equal opportunity provider and employer*

<b>Production Well</b>	<b>Maximum Drawdown (ft)</b>	<b>Sustained Yield During the 72-hour Yield Test (gpm)</b>
Well #1	34.80	16.87
Well #2	31.70	8.23
Well #6	83.17	25.40
Well #8	53.90	6.05
Well #14	28.17	23.22
Well #15	125.88	6.17

Per Town Regulations a five day (120 hour) simultaneous pumping test was performed. Pre-test “background” levels were measured on February 16 and February 17, 2010 at all data collection points. The initial 48 hours of pumping were used to evaluate drawdown, mitigate potential interference effects, and establish pumping rates that would encourage stabilization. The final 72 hours of pumping was used as the formal safe yield test per DPH regulations. The total length of the pumping test was 120 hours and 20 minutes. A few hours of recovery monitoring occurred following the pumping test. Precipitation was minimal during the test.

The estimated average day demand of the 253-unit Hampton Woods development is 49,335 gpd. The margin of safety for an average day (the 18-hour available water divided by the average day demand) is 1.46, exceeding the PURA and DPH recommendation but below the Town requirement of 1.50. This can be mitigated by eliminating outside watering in the final approval.

The analysis with the largest well off-line demonstrates that the Hampton Woods water supply has sufficient redundancy. If the largest well (Well #6) were to become impaired or fail, the Town of East Hampton would operate the five remaining wells to supply the development.

#### **WATER QUALITY**

Water quality results are what is typical for East Hampton. Initial water quality sampling followed Town of East Hampton protocol and was conducted in the early afternoon of February 18, 2010. The complete sampling protocol required by DPH for the Phase I-B application occurred on February 23, 2010 beginning at 8:30 AM.

Based on the laboratory results, the water quality from the six wells is appropriate for a public water system. Proposed treatment will include chlorination, pH adjustment and iron and manganese removal. The proposed water treatment building will be sized to support treatment and distribution of the potable water supply at full build-out, although final components may be phased in. No testing for lead and copper were included and will be required (1) year after the first CO is issued. If not required sooner by Connecticut DOHS.

Four nearby homeowners were able to provide access to their wells for monitoring. Based on the minimal drawdowns in Wells #5 and Wells #5R, and the results of the private well monitoring, it is believed that the area of influence of the wells is mainly constrained to the project site. Minimal impacts can be expected to neighboring private wells.





## MEMORANDUM

TO: V. F. Susco, PUA  
FROM: Donald P. Iannicelli  
DATE: April 25, 2014  
RE: Hampton Woods Phase 1 – B application Review – Certificate of Public Convenience & Necessity (CPCN) Hampton Woods – Docket 06-10-26

AGENDA ITEM # 5.C.4.a

Attached for reference: Town of East Hampton Water Pollution Control Authority (WPCA) Memo dated March 13, 2014 from V.F. Susco, Public Utility Administrator (PUA) to Mike Maniscalco, Town Manager. The memo provides an overview of the system and details provided by the developers engineer in the Phase I- B application.

The goal of this memo is to determine if the information included in the Phase I –B application meets the East Hampton WPCA requirements and to identify the liabilities the East Hampton WPCA will be assuming in accepting this water system once constructed. Upon review of the material the application demonstrates a sufficient quantity of ground water will be available and that there is no interference with existing public and/or private water supply wells. That being said we have the following comments and observations:

- The pump tests that were completed have some anomalies in the last 12 hours, very minor but anomalies none the less. The East Hampton WPCA should be aware that there may be some minor modifications to the safe yield once the agencies complete their review. The risk to the East Hampton WPCA lies in compromising the established standards and assuming the responsibility once the system is accepted. For example the current Margin of Safety (MOS) falls short of the WPCA requirement of 1.50. Should the agencies further reduce the safe yield the difference only increases.
- In the case of bedrock wells with high iron and manganese concentrations it is common for the yields to drop off over time.
- The prudent position for the East Hampton WPCA would be to require the developer to set aside suitable property decided to the WPCA for future replacement wells sites.
- The water quality in the wells is acceptable with the primary concerns being iron and manganese however there is a trace of toluene in several of the wells that should be tested again during activation of those wells where the toluene is present.

In addition we would like to point out the following tasks that will need to be completed by the developer before the East Hampton WPCA can accept the water system:

- Diversion permits should be secured for all wells prior to the East Hampton WPCA assuming ownership of the system
- The iron/manganese removal system should include provisions and treatment steps to handle the elevated concentrations of both iron and manganese in some of the wells. This review will be completed during the Phase 2 of the (CPCN) process
- The developer should be reminded to follow the East Hampton WPCA water system specifications when designing the water system including the distribution system, sources of supply, booster pumping facilities, storage tanks and all other water system appurtenances.

and recommended water rates. All property owners and persons interested will have an opportunity to be heard.

**Public Water Systems**

The Village Center Water System continued to run within parameters during the period. Issues associated with the air stripper have been eliminated with the replacement of faulty check valves.

Water service to 97 Main Street has been activated bringing the total number of customers to 29 in the Village Center.

The invitation to bid for the Chatham Historical Society (CHS) project has been released. A mandatory pre-construction meeting was held on April 22, 2014. Bids are due May 13, 2014.

The request of the CHS to have the Town waive the Water Connection Charge (\$3,925.00) and the Water Permit Fee (\$100.00) has been forwarded to the Town Council for action.

The Royal Oaks Water System has experienced its' second consecutive quiet month with no call-outs for the first time in a long while.

Both systems are being scheduled to be flushed in mid-May and notices have been placed in the paper prior to the work.

Mr. Susco reported no action has occurred regarding the "Villages at Long Crossing".

*Work on the Phase 1-B Certificate of Public Convenience & Necessity (CPCN) application for the proposed public water system known as "Hampton Woods" was tabled by the Authority at the last meeting pending a report by the WPCA Engineer. Mr. Susco presented the report of Woodard and Curran dated April 25, 2014. Their report reaffirmed that the Phase 1-B Application Certificate of Public Convenience & Necessity for Hampton Woods PURA Docket 06-10-26 submitted on February 12, 2014 should continue. The following resolution moved by Mr. Valentine, seconded by Mr. Kelsey was adopted by a 4-1 vote with Mr. Suprono voting against.*

**RESOLUTION:** *The WPCA of the Town of East Hampton does hereby recommend that the Town Manager be authorized to enter into an agreement to own and operate the PWS Hampton Woods by the Town of East Hampton through its WPCA.*

**Furthermore,** *said determination is based upon the Town's "Regulations for Acceptance of Public Water Systems under the Certificate of Public Convenience & Necessity"; and the successful completion and affirmative findings by Malone and MacBroom, Inc. dated February 12, 2014 that (1) a sufficient quantity of ground water will be available to support the project and (2) non-interference with existing public and/or private water supply wells.*

**Furthermore,** *both parties may develop additional conditions to affect the transfer of ownership and operation of the PWS. This agreement in principle allows both parties to proceed with the Certificate Process. Failure to transfer this PWS to the Exclusive Service Area provide may result in the Certificate being suspended or revoked.*




**AGREEMENT IN PRINCIPLE  
TO OWN AND OPERATE A  
PROPOSED PUBLIC WATER SYSTEM**

Mr. Peter J. Carli, President of Hampton Woods Development, LLC has proposed a Public Water System (PWS), for the Hampton Woods subdivision in the Town of East Hampton and is applying for a Certificate of Public Convenience & Necessity (CPCN) in accordance with Section 16-262m of the General Statutes of Connecticut (CGS).

Pursuant to CGS Sec. 16-262m-6 Mr. Peter J. Carli, President of Hampton Woods Development, LLC and The Exclusive Service Area provider, the Town of East Hampton through its Water Pollution Control Authority, must execute an agreement indicating that the final constructed and approved water supply facilities will be dedicated to the Town of East Hampton.

It is agreed, should the PWS be built as approved, the Town of East Hampton through its Water Pollution Control Authority will receive, own and operate the proposed PWS when the final Certificate of Public Convenience & Necessity is granted.

Both parties further agree additional conditions to affect the transfer of the ownership and operation of the PWS may be developed and required prior to acceptance of the PWS. This agreement in principle allows both parties to proceed into the CPCN process. Failure to transfer this PWS to the Town of East Hampton may result in the Certificate being suspended or revoked.

  
\_\_\_\_\_  
Peter Carli  
Proposed PWS  
Authorized Entity for the Developer

5/20/14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Witness

5/20/14  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael Maniscalco, Town Manager  
Exclusive Service Area Provider  
Authorized Entity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Addresses:

Michael Maniscalco  
Town Hall  
20 East High Street  
East Hampton, CT 06424

Peter Carli  
14 Chestnut Hill Road  
Colchester, Ct 06415



AGENDA  
ITEM # 109

Office of PARKS & RECREATION

**RUTH CHECKO**

[rchecko@easthamptonct.org](mailto:rchecko@easthamptonct.org)

## Memorandum

To: Michael Maniscalco, Town Manager  
From: Ruth Checko, Parks and Recreation Director  
Re: Recreational Programming Participation

Date: June 2, 2014

This is the last piece for the Priorities and Objectives for 2013-2014 in the area of Leisure that needs to go to the Town Council. One of the projects was to expand outreach in various ways resulting in increased participation and interest in recreational activities throughout town.

One of the two measures was 2% increase in participation of recreational programs. The charts on the following pages demonstrate that the department met and exceeded that measure.

This data has been collected over the past two fiscal years and ultimately used to compare areas of growth.

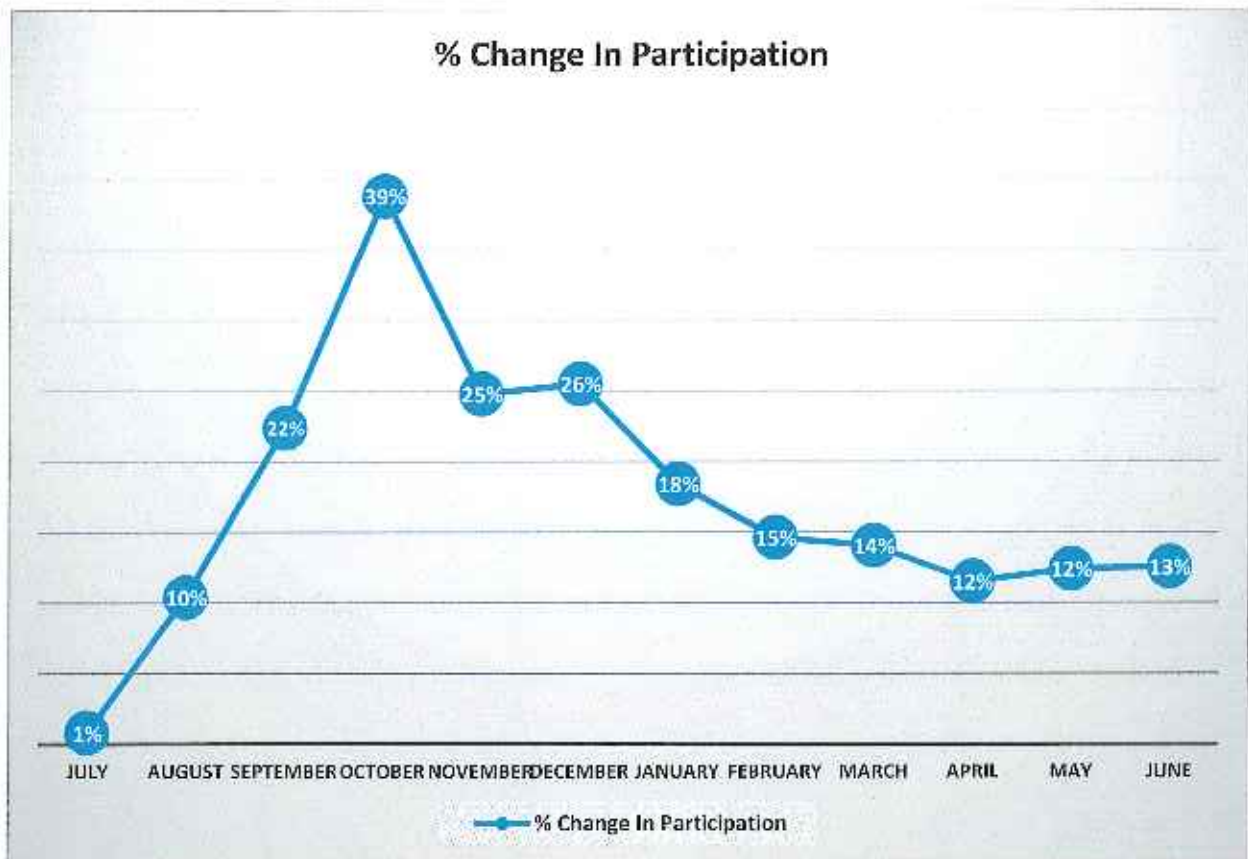
CC: Parks and Recreation Advisory Board

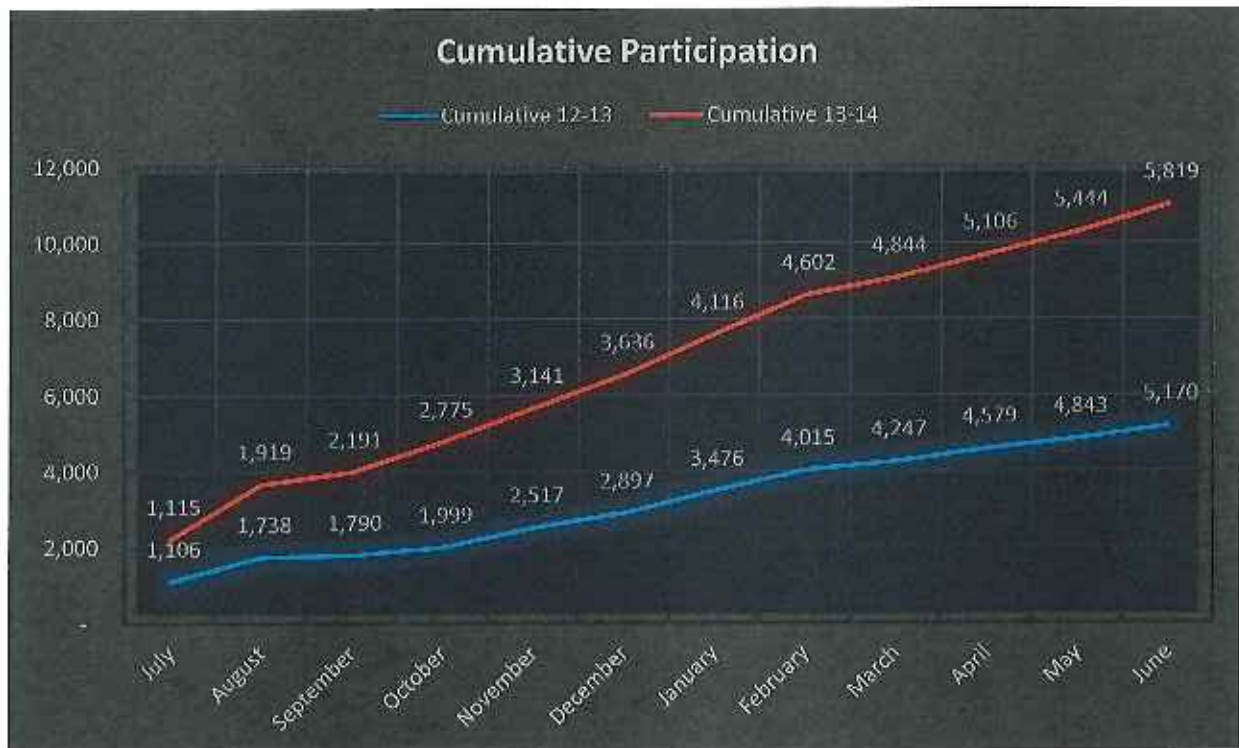


Drop in Location:  
240 Middletown Avenue  
East Hampton, CT 06424



Graphs created by Finance Director, Jeff Jylkka demonstrate Parks and Recreation Program participation during the 2013-2014 Fiscal Year.

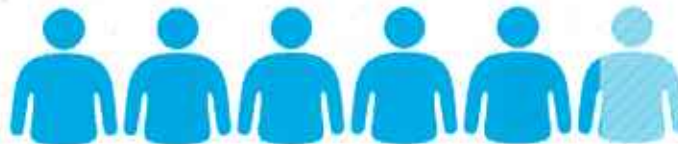




## CUMULATIVE PARTICIPATION

**5,170**

June 2013



**5,819**

June 2014



Submitted by Ruth Checko, Parks and Recreation Director  
June 2, 1014



## Fines and Fees Survey

June 1st, 2014

### Purpose

The purpose of this study is to gather data on general fund fines and fees and evaluate those fines and fees as they relate to the departments operating costs and make recommendations for possible adjustments.

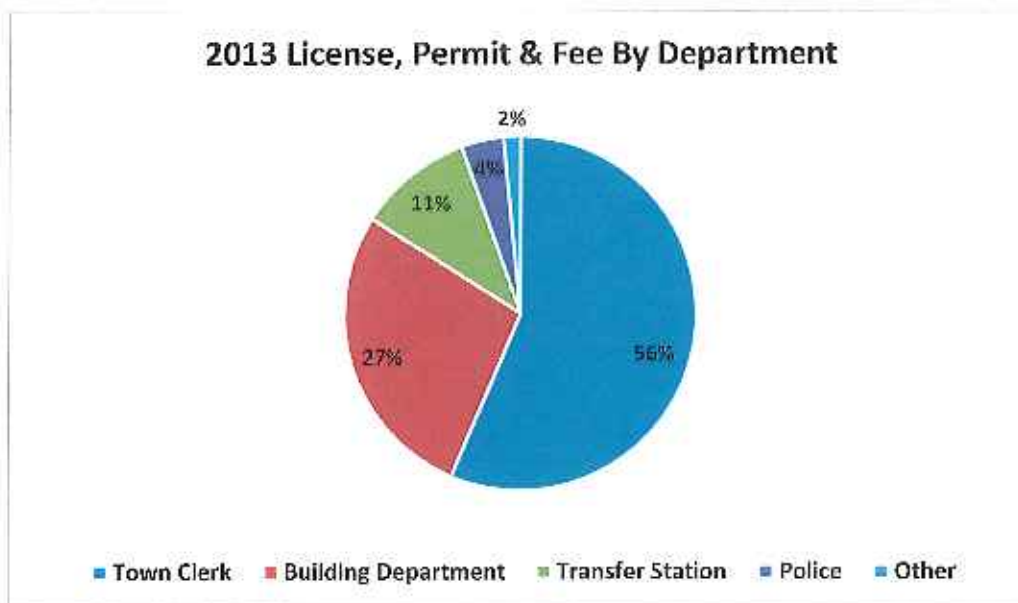
### Limitations:

This study is intended to provide information to Town officials on license, permit and fee revenue in the Town of East Hampton. The Finance Department gathered and requested information from department heads and other municipalities. Response rates from other municipalities regarding the various types of fees were uneven. The scope of the study was limited to the departments that the Town exercised local control over the setting of fees. As an example, the Town Clerks department collects various fees that are primarily established by State statute so the survey yields little comparative value. During our data gathering we began to develop a list of fees charged (Exhibit C). The list is not all inclusive and will be continually updated.

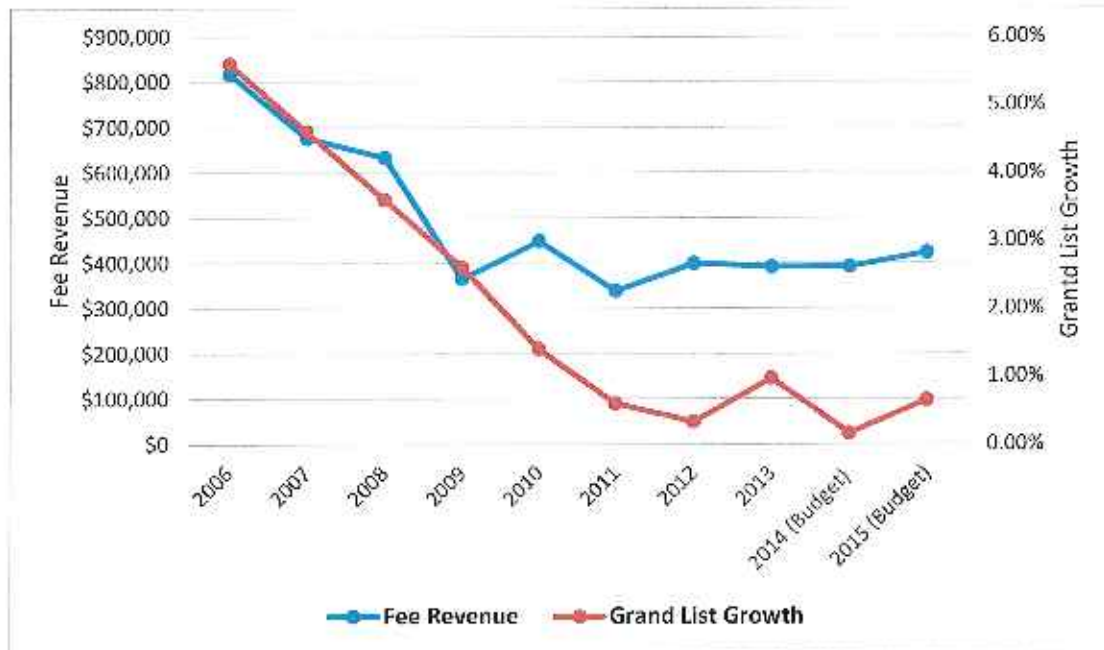
Our efforts were focused in three areas:

- Public Works Transfer Station
- Building, Planning & Zoning
- Fire Marshal

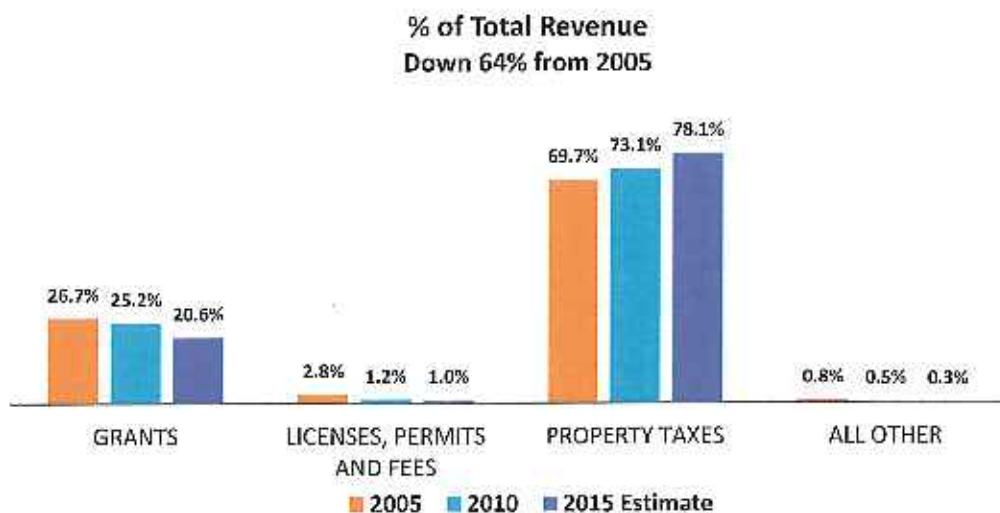
Also of note, some municipalities generate small amounts of revenue by collecting notary fees, whereas East Granby requests a donation to a food pantry.



A majority of fee revenue in the Town Clerks and Building Departments offices is **directly** related to grand list growth/development in the Town. Timing differences between building permit dates and final occupancy date will result in fee revenue being collected prior to inclusion on the grand list. The charts below better show this relationship.

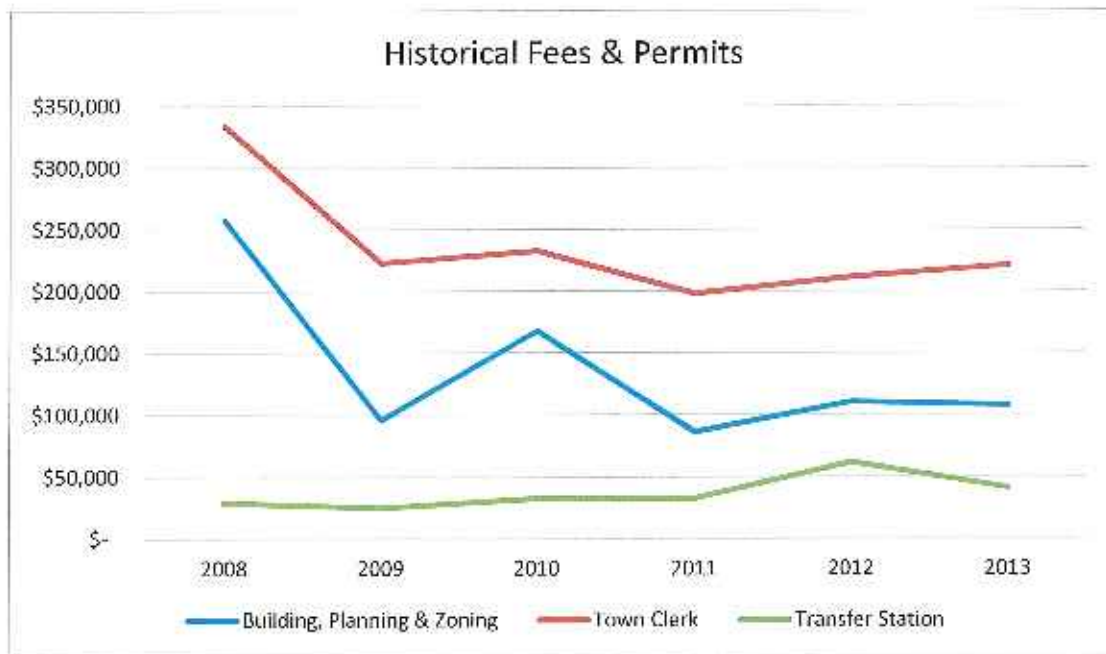


Fee revenue now represents 1% of total general fund revenue. This is a result of the decline in grand list growth.





The chart below shows the Town Clerk's office collects the majority of fee revenue in Town. As mentioned earlier, most of the Clerk's revenue is governed by state statute.

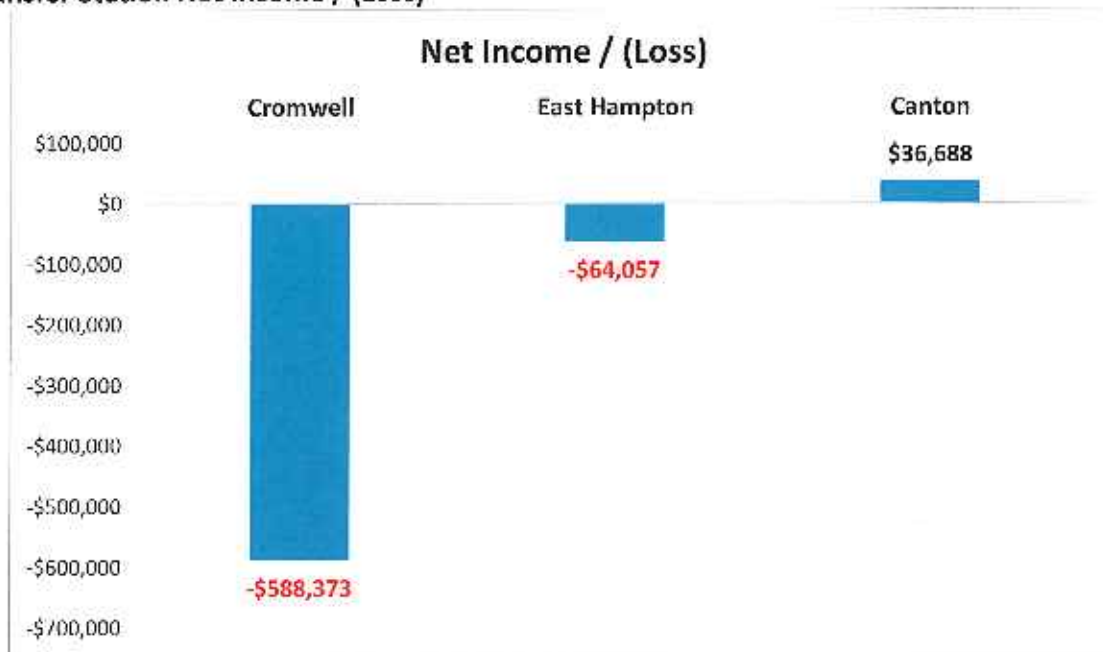


### TRANSFER STATION

Due to the various types of transfer station facilities, the services offered and hours of operations fee charges varied widely and offered little comparative value. Transfer station permit fees ranged from no charge (Cromwell) to a high of \$150 (Canton). The Town of Cromwell provides residents with the ability to drop off 12 items during the year with little or no additional fees for disposed of items. The Town of Canton offers free recycling included with their permit fee.

According to audits for both Towns. The Town of Cromwell spent \$612,983 operating its transfer station while only collecting \$24,610 in revenue. The Town of Canton spent \$210,190 while collecting \$246,878 in revenue. East Hampton, in comparison, spent \$105,323 and had revenue of \$41,266. Household hazardous waste day expenses and the CRRRA recycling rebate have been excluded from East Hampton's numbers.

## Transfer Station Net Income / (Loss)



The Town of Cromwell is heavily subsidizing its transfer station operations while Canton generates income. East Hampton is operating at a slight loss and requires some taxpayer subsidy. Below is a summary of revenues, expenditures, and net loss for the last six years.

	2013	2012	2011	2010	2009	2008
Total Revenue	\$ 41,266	\$ 61,668	\$ 32,587	\$ 32,551	\$ 24,846	\$ 29,097
Total Expenditures	\$ 105,323	\$ 117,771	\$ 138,079	\$ 145,855	\$ 166,246	\$ 161,820
Net Loss	\$ (64,057)	\$ (56,103)	\$ (105,492)	\$ (113,304)	\$ (141,400)	\$ (132,723)

Waste removal fees differed in both types and amounts across municipalities (see exhibit A). Additionally, the types of waste each facility can accept varies greatly and impacts total fee revenue. The two most commonly charged fees, for bulky waste disposal and commercial hauler permits, ranged substantially. In some towns, bulky waste disposal appeared to be important revenue generators.

Revenue from the sale of dump stickers increase 240% from 2011 to 2012 and represents between 10-15% of total revenue. The increase was driven as a result of requiring dump stickers to be issued annually. The \$10 fee does appear to be low in comparison to the other towns and if increased to \$20 will generate approximately \$6,500 annually. The Town also charges \$5 per load of scrap metal and most other communities do not charge for scrap metal

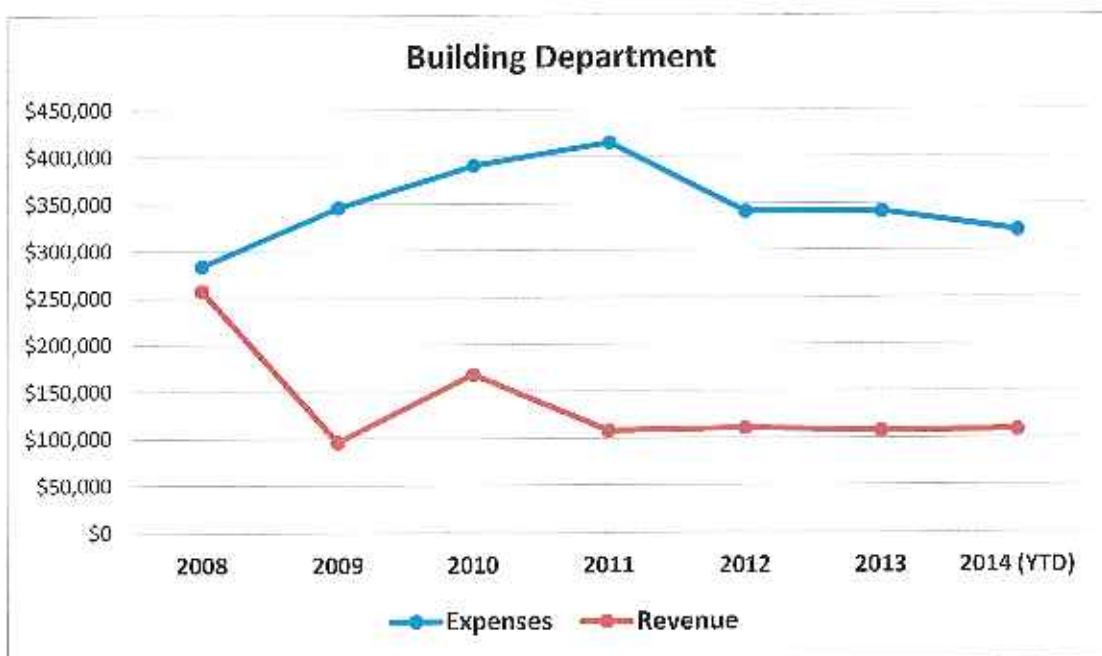


which is sold. I would recommend that the Town allow residents to drop off scrap metal free of charge and that a dump sticker not be needed in order to do so.

### Building, Planning and Development:

From map copies to site plan approvals, the Building Department imposes a host of fees (See Exhibit B.1 & B.2). The survey once again showed planning and zoning fees vary widely between municipalities. For example, fees for regulation or map changes ranged from as low as \$150 to as high as \$500. Even the basis for fees on site plan approval differed among communities, with some charging a minimum plus per unit fee, others charging per square feet, while still others impose a straight fee. Building and electrical/plumbing/HVAC permit fees ranged from a low of \$10 to a high of \$30 per \$1,000 construction, whereas demolition permit fees ranged from a flat 5\$ to \$15 per \$1,000 of assessed value not to exceed \$150.

As you can see from the chart below, the fees collected in the Building Department do not cover total expenses. With the exception of 2008 fee revenue represents approximately 32% of total expenses for the department.



In reviewing the fees it was noted that the demolition permit fee of \$5 was significantly lower than the survey towns. A graduated fee arrangement based on assessed value similar to Coventry is recommended.

## Fire Marshal

Currently, the Fire Marshal only collects fees for blasting permits.

The Fire Marshal is required by state law to conduct annual inspections of a variety of businesses and further required to review plans and structures associated with most construction activities within the Town. The cost of reviewing plans and inspecting businesses is significant and is not reimbursed by the state.

The Fire Marshal is proposing the following fee structure that will require fees for the cost of reviewing plans, issuing permits and inspecting businesses. Per the Connecticut Fire Prevention Code Sec. 29-291a-7 Inspections, Plan Submittals paragraph (d) the municipality or fire district may, by ordinance, establish a fee for construction document review. The Fire Marshal estimates that the fee structure below will generate an additional \$8,500 annually.

**Table 1 Plan Review Field Inspection Fees**

Estimated Construction Cost (From Building Permit Application):	Fee Formula:
\$1 to \$500	\$15.00
\$501 to \$2,000	\$15.00 for the first \$500 plus \$0.25 for each additional \$100 or fraction thereof up to and including \$2,000
\$2,001 to \$25,000	\$18.00 for the first \$2,000 plus \$0.50 for each additional \$1,000 or fraction thereof up to and including \$25,000
\$25,001 to \$50,000	\$25.00 for the first \$25,000 plus \$0.75 for each additional \$1,000 or fraction thereof up to and including \$50,000
\$50,001 to \$100,000	\$50.00 for the first \$50,000 plus \$0.50 for each additional \$1,000 or fraction thereof up to and including \$100,000
\$100,001 to \$500,000	\$80.00 for the first \$100,000 plus \$0.40 for each additional \$1,000 or fraction thereof up to and including \$500,000
\$500,001 to \$1,000,000	\$275.00 for the first \$500,000 plus \$0.35 for each additional \$1,000
\$1,000,001 & up	\$500.00 for the first \$1,000,000 plus \$0.25 for each additional \$1,000 or fraction thereof
Manufactured Structures Set-Up Fee	\$15.00 per section, with a minimum fee of \$25.00 per permit



Table 2 Inspection Fees

Type of Inspection	Inspection Fee
<b>Annual inspection of assembly occupancies</b>	\$50.00
Annual inspection of educational occupancies and preschools, per building	\$50.00
<b>Annual inspection of institutional and healthcare occupancies:</b>	
I-1 Houses more than 16 persons, on a 24 hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services. The occupants are capable of responding to an emergency situation without physical assistance from staff.	\$100.00
I-2 Medical, surgical, psychiatric, nursing or custodial care on a 24 hour basis of more than five persons who are not capable of self-preservation.	\$50.00
I-3 Is inhabited by more than five persons who are under restraint or security and is occupied by persons who are generally incapable of self-preservation due to security measures not under the occupant's control.	\$50.00
I-4 Daycare 7-12 occupants	\$25.00
I-4 Daycare more than 12 occupants	\$50.00
<b>Annual inspection of lodging and rooming house occupancies:</b>	
Small facility, fewer than 6 residents	\$25.00
Large facility, 6 or more residents, but not greater than 16 residents	\$50.00
Annual inspection of hotel and dormitory occupancies	\$100.00
Annual inspection of residential buildings occupied by three or more families.	\$25.00 per apartment
Annual inspection of common areas only per building	\$25.00
<b>Annual inspection of mercantile, business, storage, industrial/factory/manufacturing, and miscellaneous use establishments:</b>	
Less than 12,000 SF	\$25.00
12,000 SF to 30,000 SF	\$50.00
More than 30,000 SF	\$100.00

**Table 2 Inspection Fees (Continued)**

<b>Mixed/multiple use occupancies:</b>	
By occupancy in accordance with above fees, each apartment is	\$25.00
High-hazard use fee	\$50.00
Charged in addition to the occupancy inspection fee for qualifying properties.	
<b>Re-inspections:</b>	
First re-inspection	No Charge
Second re-inspection	\$50.00
Three or more re-inspections	\$100.00 per inspection

**Table 3 Permit Fees**

Occupancy Permit Type	Permit Fee
<b>Automobile Wrecking Yards</b>	
Permit to operate automobile wrecking yards	\$50.00
<b>Blasting Permits as regulated by the Connecticut General Statutes</b>	
Blasting permit per C.G.S. (Currently the only fee collected)	\$35.00
<b>Carnival permits</b>	
This section applies to permits issued by the Office of the Fire Marshal in connection with the operation of carnival or amusement events as required under the State Fire Safety Code. The party sponsoring any such event shall schedule an inspection with the Office of the Fire Marshal and submit a plot plan showing the location of all tents, structures, rides, booths, concessions, and amusements not less than 30 days prior to the scheduled event. The carnival permit fee includes one inspection of the event prior to its commencement.	
Carnival permit	\$25.00



Table 3 Permit Fees (Continued)

<b>Cutting and Welding Operation</b>	
For operations within a jurisdiction	\$ 30.00 – Single Use  \$ 60.00 – Multi- Use
<b>Dry-cleaning establishment permits.</b>	
This section applies to permits issued by the Office of the Fire Marshal in connection with dry-cleaning establishments as required under the State Fire Safety Code.	
Annual dry-cleaning establishment permit	\$50.00
<b>Exhibit and Trade Shows</b>	
For operation of all exhibits and trade shows held within a jurisdiction	\$200.00
<b>Explosive magazine storage</b>	
Explosive magazine storage permit	\$50.00
<b>Flame Effects</b>	
Use of flame effects before an audience	\$200.00 per event
<b>Fireworks</b>	
For the sale, on-site handling, manufacture, and storage of consumer fireworks	\$100.00
Fireworks or special effects permit	\$50.00
<b>Fire Alarm Permits</b>	
Commercial fire alarm permit	\$50.00
Residential fire alarm permit for premises designed, built, or altered for occupancy by three or more families	\$25.00
<b>Hazardous material storage tank permits.</b>	
This section applies to permits issued by the Office of the Fire Marshal in connection with hazardous material storage tanks as required under the State Fire Safety Code, including storage tanks containing petroleum products, liquefied petroleum gas, or liquefied natural gas.	

Table 3 Permit Fees (Continued)

Occupancy Permit Type	Permit Fee
Commercial hazardous materials storage tank removal permits	\$50.00
Residential hazardous materials storage tank removal permits	No Fee
<b>Commercial or residential hazardous materials storage tank abandonment permits</b>	
Commercial	\$50.00
Residential	No Fee
<b>Commercial or residential hazardous materials storage tank temporary out-of-service permits</b>	
Commercial	\$50.00
Residential	No Fee
High-Piled Combustible Storage To use any building or portion thereof as a high-piled storage area exceeding 500 square feet	\$ 250.00 per year
Hot Work Operations	\$ 30.00 – Single Use \$ 60.00 – Multi- Use
<b>Liquor permits</b>  This section applies to permits issued by the Office of the Fire Marshal as required under the State Fire Safety Code or Connecticut General Statutes in connection with the issuance of any liquor license.	
Annual liquor permit	\$100.00
<b>Lumberyards and Woodworking Plants</b>	
For storage of lumber exceeding 100,000 board ft.	\$250.00
<b>Membrane Structures</b>	
Membrane Structures, Tents, and Canopies — Permanent	\$ 100.00 per Structure
Membrane Structures, Tents, and Canopies — Temporary	\$ 50.00 – Single Use 100.00 – Multi- Use

Table 3 Permit Fees (Continued)

<b>Open Burn Permits as regulated by Connecticut DEEP</b>	
Open Burn Permit	\$10.00
<b>Organic Coatings</b>	
For operation and maintenance of a facility that manufactures organic coatings	\$ 150.00
<b>Portable shelter permits.</b>	
This section applies to permits issued by the Office of the Fire Marshal in connection with tents, air supported plastic or fabric structures, or other portable shelters having a capacity sufficient to shelter 100 or more persons or covering a ground area in excess of 1,200 square feet on other than the grounds of one- and two-family dwellings.	
Portable Shelter Permit	\$25.00
<b>Propane Filling Station</b>	
Where cylinder refilling takes place	\$50.00
Propane Exchange Station	\$25.00
Where cylinder Exchanging takes place	
Propane Tank Use at Events	\$20.00
Pyrotechnics Before a Proximate Audience for the display and use of pyrotechnic materials before a proximate audience	\$ 150.00 per Event
<b>Repair Garages and Service Stations</b>	
Permit to operate a repair garage and service stations	\$50.00
<b>Tar Kettles</b>	
For placement of a tar kettle, placement shall be obtained prior to the placement of a tar kettle	\$ 30.00 -- Single Use  \$ 60.00 -- Multi- Use
<b>Tire Storage</b>	
To use an open area or portion thereof to store tires in excess of 1000 ft <sup>2</sup>	\$ 150.00



**Table 3 Permit Fees (Continued)**

<b>Torch-Applied Roofing Operation</b>	
For the use of a torch for application of roofing materials	\$ 30.00 – Single Use  \$ 60.00 – Multi- Use
<b>Vendor permits</b>	
This section applies to permits issued by the Office of the Fire Marshal in connection with carts, vehicles, or equipment used by vendors as required under the State Fire Safety Code.	
Annual vendor permit	\$10.00
<b>Wood Products</b>	
To store chips, hogged material, lumber, or plywood in excess of 200 ft <sup>3</sup>	\$ 150.00
<b>Re-inspections:</b>	
First re-inspection	No Charge
Second re-inspection	\$50.00
Three or more re-inspections	\$100.00 per inspection

## Public Works Department

Although not a primary focus of our research it was noted that driveway permit fees ranged widely. East Hampton charges a \$5 permit fee while Canton does not charge and West Hartford charges a \$50 annual license fee to licensed contractors and \$50 per address. We recommend that the Town increase the driveway permit fee to \$50. This increase will help offset the costs associated with the Public Works Directors responsibilities associated with assuring that driveways appropriately connect to the Town's Right of Way and do not encroach on neighboring properties.

## Conclusion

As you can see from the study no two Towns are alike in their fee structure. This presented challenges in making comparisons between Towns but did highlight the uniqueness amongst us. The rationale behind charging fees is the “benefits principle” which is the idea that he who benefits should pay. From a simple fiscal point of view, the cost of services we provide goes up each year and the fees do not. This by its very nature is a non-growing revenue source.

A summary of changes is below:

- Allow residents to drop scrap metal at the transfer station free of charge and without a dump sticker
- Increase demolition permit from \$5 to \$15 per \$1,000 of assessed value of structure. \$15 minimum \$150 maximum
- The Fire Marshal is proposing a fee structure that will require fees for the cost of reviewing plans, issuing permits and inspecting businesses.

The biggest question for user fees is whether you want that service fully funded by the user. There is fairness built into it and user fees are usually flat fees that are not tied to the socio-economics of users. However, charging too much may result in the users avoiding or bypassing the service altogether. This can happen and does happen with paying for building permits and dumping trash at the transfer station. This avoidance may have the effect of costing the Town money down the road to remedy a building issue or remove a mattress from the side of the road. That's a question that needs to be raised when expanding or attaching a fee.

### Source of Data:

Capital Region Council of Governments 2006 study.  
Town of East Hampton Department Heads  
Various municipal websites and audited financial reports  
Telephone interviews with various municipal departments

East Hampton	
Hours of Operation	Sat 7:30am - 3:00pm
Permit information/details	Fees
Each - transfer station stickers	\$10
Garbage/Trash	NOT ALLOWED
E-Waste	
Recycling	
Corrugated cardboard, newspapers, glass bottles, recyclable plastics	NOT ALLOWED
Propane tanks without valves	\$5 each
Scrap metal	\$5 per load
Waste motor oil (in 1 gallon plastic containers, secured tops - max 4 gallons per visit)	no charge
Antifreeze	NOT ALLOWED
Bulky Waste	
Junk Motor vehicles, radioactive materials, chemical storage drums	NOT ALLOWED
Drums accepted; tops removed (clean - no chemicals or residue)	
Batteries must not be broken or leaking	
Scrap Construction materials	NOT ALLOWED
Contractor/construction/demolition materials (homeowners to hire private hauler)	NOT ALLOWED
	Fees
For "regular" bulky waste	
Car	\$5 per load
Pick-up short bed, mini-van	\$20 per load
Pick-up long bed, van	\$30 per load
Dump Truck - all sizes	\$80 per load
Trailer	\$30 per load
Other bulky waste as specified	
- Appliances containing CFC, HCFC, Freon not accepted without proof of evacuation -	
each Item - Refrigerators, Stoves, Washers, Dryers	\$15
each Item - AC and all other appliances	\$10
each Item - Stuffed Chairs	\$5
each Item - Couches, Mattresses or Box Springs (regardless of size)	\$30
Tires - up to 19" in Diameter	\$5
Tires - 20" and over	\$10
Leaves (out of plastic bags)	
car, pick-up, trailer, van, dump truck	no charge
Brush (no stumps, dirt or grass clippings; Limbs not to exceed 4" L, nor 4" D)	
Car	\$5 per load
Pick-up short bed, mini-van	\$10 per load
Pick-up long bed, van	\$20 per load
Dump Truck - all sizes	\$30 per load
Trailer	\$20 per load
Metal Recycling	Market Price
Other Notes	
Waste Haulers Licensing Fees - 1st truck	\$35
Waste Haulers Licensing Fees - Each additional truck	\$15



Canton	
Hours of Operation	Tues-Sat 7am - 3:30pm
Permit information/details	Fees
Per household - unlimited trips annually - must present vehicle registration	\$150
Add'l stickers for other vehicles same person/address	\$1
After April 1st - new residents, residents who suspended private curb-side pick-up	Pro-rated
Single trip - must present proof of residency	\$10
E-Waste	no charge-proof of residency
Recycling	
Single Stream Recycling	free with permit
Household Refuse	free with permit
20 lb. propane tanks (from gas grills)	free with permit
Scrap metal (aluminum, copper, brass, lead, electrical wires, cast iron & heavier steel)	free with permit
Waste motor oil, anti-freezes	free with permit
White goods without Freon	free with permit
Bulky Waste	
Permit or pass plus additional fee based on size of load or specific item fee. Tokens, purchased in \$5 increments as proof of payments and turned into attendant. Tokens can be purchased in any quantity, do not expire and are non-refundable. Fee charged for each drop-off.	
	Fees
For "regular" bulky waste	
Car	\$10
1/2 load Station Wagon/Mini Van/Truck/SUV/Trailer	\$15
Full load Station Wagon/Mini Van/Truck/SUV/Trailer	\$30
1/2 load - Dump Truck	\$50
Full load - Dump Truck	\$100
Other Bulky waste as specified:	
each item - White goods <i>with FREON</i>	\$25
each item - Mattresses or Box Springs (regardless of size)	\$30
each item - Regular tires	\$5
each item - Truck tires	\$15
Brush, limbs & leaves	
Car/Minivan	\$5
Pick-up and/or 8-ft trailer	\$10
Dump truck and/or trailer greater than 8-ft	\$20
Other notes	
- Only trash generated at residences or from locations owned by the Town may be brought to and deposited at the Transfer station. - Businesses are not permitted to use Transfer Station and must make arrangements to have trash disposed of at the CRRRA Mid-Connecticut Project in Hartford by collectors licensed by the Town. - Permanent dumpster for trash on site of business/institution, reviewed by Zoning Enforcement officer for conformance with zoning regulations. - Residents will be able to purchase at the same rate as bulky waste disposal (based on size of vehicle) a special permit to be provided to a contractor hired to dispose of such material. Resident must certify that the material came from their residence and the permit will grant Transfer Station entry to the contractor on behalf of the homeowner. Only the material designated by the homeowner will be able to be disposed of by the contractor.	

Coventry	
Hours of Operation	Thurs. 10a-4p (Dec-Mar) or Mon-Fri (Apr-Nov) Sat 9a-3p
Permit Information/details	Fees
Transfer Station	No cost
Coventry Resource Recovery Authority- Town wide trash pickup by All American Waste	35g tipper \$170/yr; 65g tipper \$200/yr; 95g tipper \$250/yr-trash
Weekly p/u trash tipper, biweekly recycling tipper, monthly furniture p/u of 3 items	Fee billed and payable to town
E-Waste	no charge
Recycling at Transfer Station	
Clean, flat corrugated cardboard	no cost
Battery/Bulb	not accepted
Paint	not accepted
Propane Tanks (from gas grills) to be recycled	no cost
Scrap metal	no cost
Motor oil, Antifreeze	Not accepted
Antifreeze - taken by appointment	No cost
Bulky Waste	
Car Batteries	Not Accepted
Construction/demolition materials - weighed on scale	\$10 minimum - 1st 250 lbs.; \$.30 for each 5 lbs. thereafter
each item - Appliances <i>without</i> FREON	No cost
each item - Appliances <i>with</i> FREON	\$10
Furniture	Not accepted
each item - Regular tires	\$5
each item - Truck tires	\$5
Leaves for composting	no cost
Land clearing debris; stumps & brush	\$10 minimum - 1st 250 lbs.; \$.30 for each 5 lbs. thereafter
Grass Clippings	NOT ACCEPTED
Other Notes	
Waste Haulers Licensing Fees	\$200/2 years
<p>Small repair/remodeling contractors doing work for Coventry residents may be allowed limited use to dispose of materials incidental to their work within limits of the Town of Coventry. Proof of residency and building permits, as applicable, will be checked as part of normal operations to insure facility remains residential in nature.</p> <p>Household Chemical Waste Drop-off facility open May-Oct. 1st &amp; 3rd Saturday 9-2 Sponsored by Mid-Northeast Recycling Operating Committee Residential limits of 10g liquids and 100lbs dry materials Members include Andover, Ashford, Bolton, Chaplin, Columbia, Coventry, Eastford, Ellington, Mansfield, Tolland, Union, Willington and Windham Residential limits of 10g liquids and 100lbs dry materials - NO charge need proof of residency in member towns Small business in member town - must qualify as "conditionally exempt small quantity generator", make an appointment, pay fee for service</p>	

Cromwell	
Hours of Operation	Tues./Thurs./Sat. 8am-3pm
Permit information/details	Fees
One Per household-must match address on driver's license	none
Use of Punch Card - 12 punches for Bulk, Freon Appliances and 12 punches for Brush	
Lost pass - replacement fee	\$25
One Day Pass - assistance to residents for transporting materials from residence to transfer station	none
Household Trash - each resident responsible to hire private trash hauler	NOT ACCEPTED
E-Waste	no charge
Recycling	
Corrugated cardboard, newspapers, glass food containers, plastic containers (#1-7), metal food containers, phone books/magazines	accepted - no charge
Bulb Recycling	free
Propane Tanks - limit of 2 20lb or smaller per day	accepted - no charge
Scrap Metal	accepted - no charge
Waste Oil - not from machines - max 5 gallons per day	accepted - no charge
Anti-Freeze - max 5 gallons per day	accepted - no charge
Bulky Waste	
Batteries	accepted with pass - no charge
Construction/demolition debris - 8' length max, roofing & siding - 1 square per day Total load is limited to 3 cubic yds. per day	accepted with pass - no charge
Appliances - with FREON	accepted with pass - no charge
Household Furniture/non metal fixtures	accepted with pass - no charge
Mattresses, box springs (limit 6 units per day)	punch for each item-pass required
Tires - off rim only	accepted with pass - no charge
Leaves - unbagged	accepted - no charge
Brush (no stumps, max length 8')	accepted with pass - no charge
Clean Fill - concrete, bricks, asphalt - 3 cubic yards max per day	accepted with pass - no charge
Clean Wood - non-painted, non-stained, not treated	accepted with pass - no charge
Other Notes	
Waste Haulers Licensing Fees	none



Granby	
Hours of Operation	Sat 8am - 4pm
Permit Information/details	Fees
Curbside pickup through PAINE, INC - trash, recyclable goods residents not billed for trash/recyclable pickup-paid by "taxes"	\$2 for additional trash bags
Transfer Station	no fee
Household Trash - at transfer station	NOT ACCEPTED
E-Waste	no charge
Recycling	
Corrugated cardboard, newspapers, glass bottles, recyclable plastics	no charge
Propane Tanks	\$5
Scrap Metal	up to \$25
Waste Oil - dropped off at PW Garage - PW burns oil to heat garage	no cost
Antifreeze - dropped off at PW Garage	no cost
Bulky Waste	
Car batteries - dropped off at PW Garage	
Scrap Construction materials- with approval of DPW	
Construction/demolition debris - must hire private hauler	not accepted
passenger cars	\$5
vans, wagons, suvs	\$10
pickups, single-axle trailers	up to \$30
larger Loads	up to \$60
Bulky Waste pickup - made through Paine, Inc at residence at residents cost	
each item - Appliances <i>with FREON</i>	\$25
Mattresses & Box Springs	\$10
Tires	not accepted
Leaves for Composting	no charge
Brush - clean up to 6" round, max length 6' - no stumps	up to \$25
Other Notes	
Waste Haulers Licensing fees: In accordance with the rules and regulations of the Dept of Public Works the following fee must accompany each license and registration application:	
Licensing of the Collector / Business:	\$50
Registration of each Recycling Vehicle:	\$10
Registration of each vehicle with a capacity of less than ten (10) cubic yards:	\$50
Registration of each vehicle with a capacity of more than ten (10) cubic yards:	\$100

Portland	
Hours of Operation	Tues-Sat 730am - 330pm
Permit information/details	Fees
Per household - unlimited trips annually - must present vehicle registration	\$20 plus cost of bags
Bags - purchased separately	\$1 small, \$4 med. \$5 large
E-Waste	no charge
Recycling Single Stream recycling	free with permit
propane tanks	\$10
Scrap metal (aluminum, copper, brass, lead, electrical wires, cast iron & heavier steel)	
Waste motor oil, anti-freezes	\$1.25/gal antifreeze
Bulky Waste	
Car Batteries	no charge
Construction/demolition debris if out of town contractor - need letter from resident or resident needs to come with contractor to transfer station	\$120/ton
Bulky Waste - weighed on scale	\$120/ton
each item - Appliances <i>with FREON</i>	\$15
each item - Regular tires	\$5
each item - Truck tires	\$15
Leaves, Grass and Rakings - no Stumps - biodegradable bags only	
Brush - no larger than 4"D	
Other Notes	
Waste Haulers Licensing Fees	none

Windsor Locks	
Hours of Operation	M-F 7a-3p; S 8a-Noon
Permit information/details	Fees
Curbside pickup through PAINE, INC - trash, recyclable goods, bulky residents not billed for pickup-paid by "taxes"	no charge
E-Waste	drop at DPW - no charge
Recycling	
Bulk Cardboard - drop off at DPW	drop at DPW - no charge
Propane Tanks	NOT ACCEPTED
Scrap Metal	Curbside p/u thru Paine-no charge
Waste Oil	drop at DPW - no charge
Bulky Waste	
Car Batteries - drop off at DPW	
Scrap Construction materials- arrangements to be made thru Paine	NOT ACCEPTED
Construction/DEMOLITION debris - arrangements can be made thru Paine	NOT ACCEPTED
Bulky Waste pickup - made through Paine, Inc at residence- no charge	
each item - Appliances with FREON	Curbside p/u - \$21
Mattresses and Box Springs - per item	Curbside p/u - \$10
Yard waste - must be in brown lawn/leaf bags	Curbside P/u thru Paine's
Twigs/branches 3ft or larger in diameter, bundled (no soil, rocks, tree stumps or branches over 1/2" D)	Curbside P/u thru Paine's
Other Notes	
Waste Haulers Licensing Fees	\$300



Building, Planning & Zoning	
East Hampton	
Fee	Reason
<b>Subdivision Ap &amp; Conservative Subdivision</b>	
\$ 60.00	Each application requires an additional \$30 fee to be submitted to the State (effective 7/04)
\$ 500.00	Plus the sum of \$150/lot
	<b>1-5 lots:</b>
\$150/lot Plus a developer's fee of 3% of the bond filed for subdivisions requiring public improvements, to be paid at the time bonds are filed with the Town and prior to any construction	
<b>Site Plan Review</b>	
\$ 150.00	Residential/Commercial
<b>Commercial Industrial Designed Development</b>	
Calculated by total SF of impervious surface	
<b>New Construction</b>	
\$ 150.00	Less than 3,000 SF
\$ 250.00	3,001-5,000 SF
\$ 600.00	5,001-10,000 SF
\$ 1,100.00	10,001-15,000 SF
\$ 500.00	For every additional 5,000 SF
<b>Special Permit</b>	
\$ 150.00	Special Permit
<b>Commercial, Industrial Designed Development:</b>	
Calculated by total SF of impervious surface	
<b>New Construction</b>	
\$ 150.00	Less than 3,000 SF
\$ 300.00	3,001-5,000 SF
\$ 600.00	5,001-10,000 SF
\$ 1,100.00	10,001-15,000 SF
\$ 500.00	For every additional 5,000 SF
For special permits involving Commercial Properties fees increase by \$50	
<b>Site Plan Modification</b>	
\$ 50.00	Minor Amendment
\$ 100.00	Major Amendment
\$ 300.00	Zoning or Subdivision Regulation Text Change
\$ 500.00	Change in Zoning Map
\$ 75.00	Lake Pocotopaug Protection Area
\$ 1,000.00	Application for Active Adult Etc
	Number of unit's Plus the sum of \$100/unit
<b>Residential</b>	
\$ 25.00	Building Permit - 1st \$1,000 (value of construction); \$12.50=each additional \$1000 or part thereof
\$ 25.00	Plumbing Permit - same as above
\$ 25.00	Mechanical Permit - same as above
\$ 50.00	Zoning Permits - New Home

BUILDING FEES															
	Building Permit*	Certificate of Occupancy	Driveway Permit	Driveway Permit Bond	Oil Tank Removal	Demolition Permit*	Sign(s) Permit*	Wood Stove Permit*	Electrical, Plumbing, HVAC Permit*	Blighted Building Violation	Reinspection Fines	Photocopies	ZBA Applications	Zoning Regs	Zone Maps
East Hampton	\$25+	\$0	\$5	\$500	\$25-	\$5	\$25+	\$25+	\$25+	\$100/day after hearing	\$0	\$0.50	\$160	\$10	\$4.75
Coventry	\$15		\$0			\$15			\$30						
Cromwell	\$10	\$20				\$10			\$10						
Portland	\$15								\$15						
Andover	\$10		\$25	\$500		\$10		\$10	\$20			\$0.50	\$140	\$15	
Avon	\$13								\$13			\$0.50 - \$0.75			
Canton	\$35	\$30	\$0	\$1,000		\$14	\$25 per 1000 sf		\$14			\$0.50 - \$2	\$130	\$12	\$2
East Granby	\$14					\$14	\$14	\$14	\$14			\$2.50	\$120	\$10	\$10
East Hartford	\$15	\$10				\$4							\$120 res., \$205 comm.	\$18	\$1
Ellington	\$12					\$12	\$12	\$12	\$12						
Enfield	\$10	\$10				\$10	\$10	\$10	\$10						
Farmington	\$14	\$10				\$14	\$14	\$14	\$14	\$120					
Glastonbury	\$17	\$25				\$10	\$27.15	\$20	\$17.16			\$0.50	\$155	\$10	\$5
Hebron	\$12	\$10	\$25	\$500	\$12 per \$1000	\$8	\$25	\$10	\$12			\$0.50 - \$1	\$100	\$15	\$15
Manchester													\$35	\$20	\$5 by/w, \$25 color
Marlborough	\$10	\$5	\$25	\$500	\$25	\$25	\$2	\$15	\$10			\$0.50	\$50	\$6.5	\$2
Newington	\$15	\$25				\$15	\$15		\$15			varies	\$75		
Rocky Hill		\$30			\$30 res., \$50 comm.		\$30/\$50	\$16.16	\$15.15			\$0.50			
Somers	2%			\$500		2%	\$2/sq ft	2%	2%			\$0.25 - \$5	\$165	\$16	
Tolland	\$10		\$25	\$750		\$10	\$25	\$10	\$10			\$0.25	\$100 res., \$200 non-res. plus \$30 state fee	\$15	\$5
Vernon	\$14	\$5			\$14	\$14	\$14	\$14	\$14	\$150		\$0.50	\$110		
West Hartford	\$15	\$5		\$10,000	\$15	\$15	\$15	\$15	\$15			\$0.50	\$70	\$20	\$5
Wethersfield	\$15	\$30				\$15	\$15	\$15	\$15	health district		\$0.50	\$130	\$20	\$5
Windsor	\$13					\$13	\$13	\$8	\$13		\$25	\$0.50 - \$4	\$80 res., \$200 comm.	\$20	\$10
Windsor Locks	\$25	\$10				\$5	\$20	\$20	\$15			\$0.50	\$125 res., \$150 comm.	\$18	\$2

\* Per \$1,000 construction and/or cost, unless otherwise noted. See minimums noted below.

East Hartford: Minimum for building and demolition permits: \$20. Commercial Certificate of Occupancy is \$20. Newington: Minimum for building, demolition, signs and electric permits: \$50. Commercial Certificate of Occupancy is \$50. Rocky Hill: Minimum for woodstove and electric permits: \$25.16. Commercial Certificate of Occupancy is \$50.

Tolland: Minimum for building, demolition, woodstove and electric permits: \$20. West Hartford: \$30 minimum for building permit.

Wethersfield: Minimum for building, demolition, signs, wood stove and electric permits: \$25. Commercial Certificate of Occupancy is \$50. Windsor: Minimum for building, demolition, signs and electric permits: \$30.

Type	Town Fee	Town Fine
<b>Alcoholic Beverages</b>		
Public Consumption on public highways, sidewalks or parking areas or in parked motor vehicles - maximum - for each offense	\$	100.00
No violation if consumed at public function, festival or celebration if permit issued by police allowing service or distribution of alcohol		
Liquor License	\$	2.00
<b>Amusement Devices - operation of mechanical/electronic devices - license issued by Chief of Police</b>		
Year-round	\$	100.00
Seasonal - valid for up to 5 months from date of issuance	\$	50.00
Operating without permit - maximum - each offense; each date of violation is separate offense	\$	100.00
<b>Animal Control</b>		
Animal adoption - spayed or neutered	\$	5.00
Animal adoption - not spayed or neutered (in state)	\$	50.00
Animal adoption - not spayed or neutered (out of state)	\$	5.00
Quarantine of animal (per day - state statute chapter 22-329)	\$	15.00
Failure to Remove Feces (Ticket is issued) - Town Ordinance 165-2	\$	50.00
Nuisance dog (per day - state statute 22-363)	\$	100.00
<b>Bazaars &amp; Raffles - state law provisions</b>		
Class #1 - \$25 to town & \$25 to state	\$	50.00
Class #2 - \$10 to town & \$10 to state	\$	20.00
Class #3 - charge for each day of bazaar; \$10 to town & \$10 to state	\$	20.00
Class #4 - retained by town	\$	5.00
Class #5 - \$40 to town & \$40 to state	\$	80.00
Class #6 - \$50 to town & \$50 to state	\$	100.00
Class #7 - \$50 to town & \$50 to state	\$	100.00
Fine	\$	1,000.00
<b>Boating &amp; Navigation</b>		
Failing to observe any or all regulations- each infraction	\$	60.00
<b>Buildings, Numbering Of</b>		
30 days after initial notice of violation - 2nd notice issued	\$	25.00
10 days after 2nd notice of violation - \$5 per day for each day violation continues - to maximum amount inclusive of citation fine of \$25	\$	100.00
<b>Cemetery Board</b>		
Plot	\$	350.00
Recording Fee	\$	43.00
<b>Citing Hearing</b>		
Filing entry fee, certified copy assessment notice	\$	8.00
<b>East Hampton Public Library</b>		
Overdue Fine - Per Day - per item (Books, CD, audio bks, educational/instructional videos)	\$	0.10



Type	Town Fee	Town Fine
Maximum Overdue Fine Per Item - (Books, CD, audio bks, educational/instructional videos)		\$ 10.00
Overdue Fine - Per Day - per item (Books, Speed Read)		\$ 1.00
Maximum Overdue Fine Per Item - (Books, Speed Read)		\$ 10.00
Overdue Fine Per Day - per item (DVD, Blue-Ray, Video Games)		\$ 2.00
Maximum Overdue Fine Per Day Per Item - (DVD, Blue-Ray, Video Games)		\$ 10.00
Overdue Fine Per Day - per item (Art Prints)		\$ 10.00
Maximum Overdue Fine Per Day Per Item - (Art Prints)		\$ 200.00
Adult or Juvenile Library Identification Cards - Lost Card	\$ 2.00	
Computer Printing Fees - black & white - per page	\$ 0.10	
Computer Printing Fees - color - per page	\$ 0.15	
Copies - black & white - per page	\$ 0.15	
Copies - color - per page	\$ 0.90	
Fax - each incoming fax or outgoing fax to local or toll-free call	\$ 0.50	
Fax - for 1st page - in or out of state long distance	\$ 2.00	
Fax - for each additional page - in or out of state long distance	\$ 0.50	
<b>Fair Housing</b>		
Fair Housing Officer and/or Review Committee finds unlawful practice committed - maximum per offense; each day is separate offense		\$ 100.00
<b>Historic Districts - Middle Haddam Historic District</b>		
Application for Certificate of Appropriateness	\$ 25.00	
Violation of chapter - minimum - each day		\$ 10.00
Violation of chapter - maximum - each day		\$ 100.00
Willful Violation of chapter - minimum - each day		\$ 100.00
Willful Violation of chapter - maximum - each day		\$ 250.00
<b>Hotels, Motels, Boarding Houses, Inns</b>		
Any person violating provisions - maximum		\$ 50.00
<b>Housing Code</b>		
Refusal or failure to obey an order of the Housing Code Enforcement Officer or the Housing Code Appeals Committee - minimum - each violation; each day is separate violation		\$ 50.00
Refusal or failure to obey an order of the Housing Code Enforcement Officer or the Housing Code Appeals Committee - maximum - each violation; each day is separate violation		\$ 100.00
Defacing or removing placards from dwelling deemed unfit or condemned - minimum		\$ 25.00
Defacing or removing placards from dwelling deemed unfit or condemned - maximum		\$ 25.00
<b>Junk Dealers</b>		
Failure to receive licensing - Maximum		\$ 50.00
<b>Littering</b>		
Violation - minimum - each offense; each day violation occurs is a separate offense		\$ 50.00
Violation - maximum - each offense; each day violation occurs is a separate offense		\$ 199.00
<b>Mass Gatherings</b>		

Type	Town Fee	Town Fine
Violation - Mass Gatherings - maximum - each day event is held without notification of Fire Marshal - each day is a separate offense	\$	100.00
<b>Park &amp; Recreation - Operation &amp; Use</b>		
Sears Park Sticker	\$ -	
Senior or veteran - 1st car	\$ -	
Day Pass	\$ -	
Pavilion rental - 1/2 day	\$ 75.00	
Pavilion rental - whole day	\$ 125.00	
Security Deposit	\$ 125.00	
Gazebo	\$ 75.00	
Electric includes security deposit	\$ 150.00	
<b>Peddlers &amp; Solicitors</b>		
One Month	\$ 25.00	
Six Months	\$ 125.00	
One Year	\$ 250.00	
Application Fee	\$ 20.00	
Violation - each offense - maximum; each violation is separate offense		\$ 199.00
<b>Planning &amp; Zoning</b>		
<b>-Subdivision Ap &amp; Conservative Subdivision-</b>		
Each Application (submitted to state \$50)	\$ 30.00	
Application (plus the sum of \$150 per lot)	\$ 500.00	
Application (1-5 lots) - Fee per lot - plus developers fee of 3% of the bond filed for subdivisions requiring public improvements to be paid at the time bonds are filed with the Town and prior to any construction	\$ 150.00	
<b>-Site plan review-</b>		
Residential/Commercial	\$ 150.00	
<b>-Commercial/Industrial Designed Development-</b> Calculated by total SF of Impervious Surface		
<b>-New Construction-</b>		
Less than 3,000 S.F.	\$ 150.00	
3,001 - 5,000 S.F.	\$ 250.00	
5,001 - 10,000 S.F.	\$ 600.00	
10,001 - 15,000 S.F.	\$ 1,100.00	
Every additional 5,000 S.F.	\$ 500.00	
Special Permit	\$ 150.00	
<b>-Site Plan Modification-</b>		
Minor Amendment	\$ 50.00	
Major Amendment	\$ 100.00	
Zoning or Subdivision Regulation Text Change	\$ 300.00	

Type	Town Fee	Town Fine
Change in Zoning Map	\$ 500.00	
Lake Pocotopaug Protection Area	\$ 75.00	
Application for Multi-Family Active Adult, HOD (number of units plus \$100 per unit)	\$ 1,000.00	
<b>Building Inspection</b>		
Erosion & Sediment bonding may be required on certain lots - minimum	\$ 500.00	
Building Permit - value of construction - 1st \$1000	\$ 25.00	
Building Permit - value of construction - each additional \$1000 or part thereof	\$ 12.50	
Septic Installation	\$ 75.00	
Soil Testing - Per Lot	\$ 75.00	
Well Permit	\$ 50.00	
Site Plan Review	\$ 50.00	
Plumbing Permit - value of construction - 1st \$1000	\$ 25.00	
Plumbing Permit - value of construction - each additional \$1000 or part thereof	\$ 12.50	
Electrical Permit - value of construction - 1st \$1000	\$ 25.00	
Electrical Permit - value of construction - each additional \$1000 or part thereof	\$ 12.50	
Mechanical Permit (Heating/Central Air) - value of construction - 1st \$1000	\$ 25.00	
Mechanical Permit (Heating/Central Air) - value of construction - each additional \$1000 or part thereof	\$ 12.50	
Zoning Permits - New Home	\$ 50.00	
Zoning Permits - Industrial - per SF	\$ 0.05	
Zoning Permits - all other construction	\$ 10.00	
Demolition Permit	\$ 5.00	
Blasting Permits - state statute	\$ 20.00	
Blight & Nuisances - each violation is separate offense; each day violation continues is separate offense - each offense	\$ 100.00	
<b>Zoning Board of Appeals</b>		
Application Fee	\$ 130.00	
<b>WWA</b>		
State Filing	\$ 30.00	
Authorized agent ruling	\$ 20.00	
Wetland delineation only	\$ 35.00	
Permitted as of right & non-regulated uses	no charge	
Regulation amendment petition	set fee	
<b>Residential-</b>		
Less than 500 S. F.	\$ 50.00	
501 - 1,000 S. F.	\$ 150.00	
1,001 - 5,000 S. F.	\$ 200.00	
5,001 - 10,000 S. F.	\$ 250.00	



Type	Town Fee	Town Fine
10,001 - 20,000 S. F.	\$ 300.00	
20,001 - 30,000 S. F.	\$ 400.00	
30,001 - 40,000 S. F.	\$ 500.00	
More than 40,000 S.F.	\$ 600.00	
Above plus wetland impact fee, if applicable and/or significant activity fee, if applicable		
<b>-Commercial-</b>		
Less than 500 S.F.	\$ 150.00	
5,001 - 10,000 S. F.	\$ 250.00	
10,001 - 20,000 S. F.	\$ 400.00	
20,001 - 30,000 S. F.	\$ 600.00	
30,001 - 40,000 S. F.	\$ 900.00	
Over 40,000 S.F. plus \$20 per 1,000 S.F. over 40,000	\$ 1,200.00	
Above plus wetland impact fee, if applicable and/or significant activity fee, if applicable		
<b>-Subdivision/Residential-</b>		
Lot with regulated area	\$ 100.00	
Lot without regulated area	\$ 25.00	
<b>-Commercial/Industrial</b>		
Lot with regulated area	\$ 150.00	
Lot without regulated area	\$ 40.00	
Stormwater discharge per acre, minimum	\$ 200.00	
Each Detention/retention pond	\$ 150.00	
Each Bioretention/ rain gardens	\$ 100.00	
Each Watercourse crossing, plus wetlands impact fee	\$ 50.00	
Seawalls - per linear foot	\$ 1.00	
Above plus significant activity fee, if applicable		
<b>-Pond dredging-EXISTING PONDS ONLY</b>		
Less than 20,000 S. F.	\$ 250.00	
20,001 - 400,000 S. F.	\$ 500.00	
Over 400,000 S.F.	\$ 1,000.00	
<b>-Map amendment wetlands</b>		
Linear Feet of regulated boundary fee/100 linear feet		
First 500 ft	\$ 10.00	
500 - 1,000 ft	\$ 15.00	
Length over 1,000 ft	\$ 20.00	
<b>-Forestry-</b>		
Above plus wetland activity fee, if applicable and/or significant activity fee, if applicable	\$ 100.00	

Type	Town Fee	Town Fine
<b>-Modifications-</b>		
Revisions to residential permits	\$ 25.00	
Revisions to subdivision permits	\$ 50.00	
Revisions to commercial/industrial permits	\$ 75.00	
<b>-Wetland, Watercourse or Upland Review Area -</b>		
Less than 1,000 S.F. of impact	\$ 50.00	
1,001 - 3,000 S.F.	\$ 100.00	
3,001 - 10,000 S.F. (fee plus \$5 per \$1,000 S.F. over 3,000)	\$ 200.00	
10,001 - 20,000 S.F. (fee plus \$10 per \$1,000 S.F. over 10,000)	\$ 300.00	
20,001 - 40,000 S.F. (fee plus \$15 per \$1,000 S.F. over 20,000)	\$ 400.00	
over 40,000 S.F. (fee plus \$20 per \$1,000 S.F. over 40,000)	\$ 600.00	
<b>-Significant Activity Fee -</b>		
Residential	\$ 100.00	
Subdivision	\$ 250.00	
Commercial	\$ 300.00	
Site Plan	\$ 40.00	
Subdivision	\$ 60.00	
First Violation (plus appropriate State of Ct fees)		\$ 225.00
Second Violation (plus appropriate State of Ct fees)		\$ 500.00
Third or more Violation (plus appropriate State of Ct fees)		\$ 1,000.00
Failure to respond to 2nd notice - Residential - per day until corrective application submitted		\$ 100.00
Failure to respond to 2nd notice - Commercial or Industrial - per day until corrective application submitted		\$ 200.00
<b>Engineering &amp; Public Works</b>		
Violation - failure to remove snow - per day/per violation - maximum		\$ 90.00
Excavation permit fee (in public right of way)	\$ 10.00	
Excavation - sq yd oil gravel surface	\$ 10.00	
Excavation - sq yd oil concrete	\$ 15.00	
Excavation - sq yd oil crushed stone	\$ 15.00	
Excavation - sq yd oil concrete bituminous	\$ 15.00	
Civil Penalty - failure to apply for excavation permit - each offense; each day of violation is separate offense		\$ 75.00
Driveway permits (if driveway on State Hwy, must be obtained from State)	\$ 5.00	
Driveway Bond (Bond returned following paving/inspection by Public Works Department)	\$ 500.00	
Burning Permits		
Road Opening Permit Application	\$ 40.00	
Each Sale of Street Standards	\$ 4.75	
<b>Public Works - Transfer Station</b>		

Type	Town Fee	Town Fine
Each - Transfer Station Stickers	\$ 10.00	
Waste Haulers License - First Truck	\$ 35.00	
Waste Haulers License - Each additional truck	\$ 15.00	
Tires - up to 19" in Diameter - each item	\$ 5.00	
Tires - 20" or more in Diameter - each item	\$ 10.00	
Refrigerators, Stoves, Washers, Dryers - each item	\$ 15.00	
AC and all other appliances - each item	\$ 10.00	
Scrap Metal - per load	\$ 5.00	
Propane Tanks without Valves - each item	\$ 5.00	
Furniture - Stuffed Chairs - each item	\$ 5.00	
Furniture - Couches, Mattresses, Box Springs - each item	\$ 30.00	
Bulky Waste & Demo - per load - CAR	\$ 5.00	
Bulky Waste & Demo - per load - SHORT-BED PICKUP, MINI-VAN	\$ 20.00	
Bulky Waste & Demo - per load - LONG-BED PICKUP, VAN	\$ 30.00	
Bulky Waste & Demo - per load - DUMP TRUCK	\$ 80.00	
Bulky Waste & Demo - per load - TRAILER	\$ 30.00	
Brush - per load - CAR	\$ 5.00	
Brush - per load - SHORT-BED PICKUP, MINI-VAN	\$ 10.00	
Brush - per load - LONG-BED PICKUP, VAN	\$ 20.00	
Brush - per load - DUMP TRUCK - ALL SIZES	\$ 30.00	
Brush - per load - TRAILER	\$ 20.00	
Leaves	No charge	
Waste Oil	No charge	
Electronics	No charge	
<b>Solid Waste - Use &amp; Operations of Refuse Disposal Area</b>		
Violation of Ordinance - maximum - each offense; each day violation continues is a separate offense	\$ 100.00	
<b>Solid Waste - Storage, Collection &amp; Disposal</b>		
Violation of Ordinance chapter - maximum - each offense - in addition to any other penalty imposed by law	\$ 100.00	
<b>Solid Waste - Recycling</b>		
Violation-maximum - each offense	\$ 1,000.00	
<b>Sewer Use</b>		
Connection of sewer line from residence	\$ 800.00	
Yearly fee per grinder	\$ 310.00	
Continuing violations after receiving notification - maximum - each day; each day is separate offense	\$ 100.00	
<b>Streets &amp; Sidewalks</b>		
Violation - Town property & right of way (CGS) - each day of willful noncompliance is separate offense	\$ 100.00	



Type	Town Fee	Town Fine
Violation - Snow and Ice on streets from private property - each violation - maximum penalty		\$ 100.00
<b>Vehicles &amp; Traffic</b>		
Parking in restricted area during snowstorms and/or snow plowing operations - each violation		\$ 20.00
Parking in Fire Zones - payable within 14 days.		\$ 5.00
Parking in Fire Zones - additional penalty per day for every 14-day period thereafter that fine remains unpaid		\$ 5.00
Parking violations - 1 to 10 penalties		\$ 20.00
Parking violations - 11 to 12 penalties		\$ 40.00
Parking violations - 13 to 14 penalties		\$ 90.00
Towing - application for permit	\$ 50.00	
Storage of Vehicles considered nuisances - Maximum - each offense		\$ 100.00
<b>Water System Use</b>		
Each Violation of subsection E, F, G - maximum		\$ 100.00



AGENDA  
ITEM # 13

Office of the COLLECTOR OF REVENUE  
NANCY HASSELMAN, CCMC  
nhasselman@easthamptonct.org

June 6, 2014

To: The East Hampton Town Council

Documentation of the below listed tax refunds are available in the Tax Office for your review if you so desire. The refunds total \$4,226.78.

Thank you for your assistance.

*Nancy Hasselman, CCMC*

Nancy Hasselman, CCMC  
Collector of Revenue

000

0.64

3,480.80 +

99.59 +

422.36 +

18.03 +

4.65 +

4.53 +

53.02 +

143.80 +

008

4,226.78 +



**Substitute House Bill No. 5057**

**Public Act No. 14-33**

**AN ACT CONCERNING THE ASSESSMENT OF HORSES AND PONIES AND FARM MACHINERY AND THE TRANSFER OF LAND CLASSIFIED AS FARM LAND, OPEN SPACE LAND, FOREST LAND AND MARINE HERITAGE LAND.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (*Effective October 1, 2014, and applicable to assessment years commencing on or after said date*) Notwithstanding the provisions of subdivision (68) of section 12-81 of the general statutes and section 12-91 of the general statutes, as amended by this act, any municipality may, by vote of its legislative body or, in a municipality where the legislative body is a town meeting, by vote of the board of selectmen, exempt from property taxation horses or ponies of any value.

Sec. 2. Section 12-91 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2014, and applicable to assessment years commencing on or after said date*):

(a) All farm machinery, except motor vehicles, as defined in section 14-1, to the assessed value of one hundred thousand dollars, any horse or pony which is actually and exclusively used in farming, as defined in section 1-1, when owned and kept in this state by, or when held in trust for, any farmer or group of farmers operating as a unit, a partnership or a corporation, a majority of the stock of which



***Substitute House Bill No. 5057***

corporation is held by members of a family actively engaged in farm operations, shall be exempt from local property taxation; provided each such farmer, whether operating individually or as one of a group, partnership or corporation, shall qualify for such exemption in accordance with the standards set forth in subsection (d) of this section for the assessment year for which such exemption is sought. Only one such exemption shall be allowed to each such farmer, group of farmers, partnership or corporation. Subdivision (38) of section 12-81 shall not apply to any person, group, partnership or corporation receiving the exemption provided for in this subsection.

(b) Any municipality, upon approval by its legislative body, may provide an additional exemption from property tax for such machinery to the extent of an additional assessed value of one hundred thousand dollars. Any such exemption shall be subject to the same limitations as the exemption provided under subsection (a) of this section and the application and qualification process provided in subsection (d) of this section.

(c) Any municipality, upon approval by its legislative body, may provide an exemption from property tax for any building used actually and exclusively in farming, as defined in section 1-1, or for any building used to provide housing for seasonal employees of such farmer. The municipality shall establish the amount of such exemption from the assessed value, provided such amount may not exceed one hundred thousand dollars with respect to each eligible building. Such exemption shall not apply to the residence of such farmer and shall be subject to the application and qualification process provided in subsection (d) of this section.

(d) Annually, on or before the first day of November or the extended filing date granted by the assessor pursuant to section 12-42, each such individual farmer, group of farmers, partnership or corporation shall make written application for the exemption provided

***Substitute House Bill No. 5057***

for in subsection (a) of this section to the assessor or board of assessors in the town in which such farm is located, including therewith a notarized affidavit certifying that such farmer, individually or as part of a group, partnership or corporation, derived at least fifteen thousand dollars in gross sales from such farming operation, or incurred at least fifteen thousand dollars in expenses related to such farming operation, with respect to the most recently completed taxable year of such farmer prior to the commencement of the assessment year for which such application is made, on forms to be prescribed by the Commissioner of Agriculture. Failure to file such application in said manner and form on or before the first day of November shall be considered a waiver of the right to such exemption for the assessment year. Any person aggrieved by any action of the assessors shall have the same rights and remedies for appeal and relief as are provided in the general statutes for taxpayers claiming to be aggrieved by the doings of the assessors or board of assessment appeals.

Sec. 3. Subsection (g) of section 12-107d of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2014, and applicable to assessment years commencing on or after said date*):

(g) A report issued by a certified forester pursuant to subsection (c) of this section shall be on a form prescribed by the State Forester and shall set forth a description of the land, a description of the forest growth upon the land, a description of forest management activities recommended to be undertaken to maintain the land in a state of proper forest condition and such other information as the State Forester may require as measures of forest stocking, distribution and condition and shall include the name, address and certificate number of the certified forester and a signed, sworn statement that the certified forester has determined that the land proposed for classification conforms to the standards of forest stocking, distribution and



***Substitute House Bill No. 5057***

condition established by the State Forester. An application to an assessor for classification of land as forest land shall be made upon a form prescribed by such assessor and approved by the Commissioner of Energy and Environmental Protection and shall set forth a description of the land and the date of the issuance of the certified forester's report and a statement of the potential liability for tax under the provisions of sections 12-504a to 12-504e, inclusive, as amended by this act. The certified forester's report shall be signed and dated by the certified forester not later than October first and shall be attached to and made a part of such application. [No later than October first, such application shall be submitted to the assessor.]

Sec. 4. Subsection (a) of section 12-504a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2014, and applicable to assessment years commencing on or after said date*):

(a) If at any time there is a change of ownership for any property that is classified as farm land pursuant to section 12-107c, forest land pursuant to section 12-107d, as amended by this act, open space land pursuant to section 12-107e or maritime heritage land pursuant to section 12-107g, a [revised] new application shall be filed with the assessor pursuant to said section 12-107c, 12-107d, 12-107e or [section] 12-107g, provided such change of ownership is not an excepted transfer pursuant to section 12-504c, as amended by this act.

Sec. 5. Section 12-504c of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2014, and applicable to assessment years commencing on or after said date*):

(a) The provisions of section 12-504a, as amended by this act, shall not be applicable to the following: (1) Transfers of land resulting from eminent domain proceedings; (2) mortgage deeds; (3) deeds to or by the United States of America, state of Connecticut or any political



***Substitute House Bill No. 5057***

subdivision or agency thereof; (4) strawman deeds and deeds [which] that correct, modify, supplement or confirm a deed previously recorded; (5) deeds between [husband and wife] spouses and parent and child when no consideration is received, except that a subsequent nonexempt transfer by the grantee in such cases shall be subject to the provisions of said section 12-504a as it would be if the grantor were making such nonexempt transfer; (6) tax deeds; (7) deeds of foreclosure; (8) deeds of partition; (9) deeds made pursuant to a merger of a corporation; (10) deeds made by a subsidiary corporation to its parent corporation for no consideration other than the cancellation or surrender of the capital stock of such subsidiary; (11) property transferred as a result of death when no consideration is received and in such transfer the date of acquisition or classification of the land for purposes of sections 12-504a to 12-504f, inclusive, as amended by this act, or section 12-107g, whichever is earlier, shall be the date of acquisition or classification by the decedent; (12) deeds to any corporation, trust or other entity, of land to be held in perpetuity for educational, scientific, aesthetic or other equivalent passive uses, provided such corporation, trust or other entity has received a determination from the Internal Revenue Service that contributions to it are deductible under applicable sections of the Internal Revenue Code; (13) land subject to a covenant specifically set forth in the deed transferring title to such land, which covenant is enforceable by the town in which such land is located, to refrain from selling, transferring or developing such land in a manner inconsistent with its classification as farm land pursuant to section 12-107c, forest land pursuant to section 12-107d, as amended by this act, open space land pursuant to section 12-107e or maritime heritage land pursuant to section 12-107g, for a period of not less than eight years from the date of transfer, if such covenant is violated the conveyance tax set forth in this chapter shall be applicable at the rate multiplied by the market value as determined by the assessor which would have been applicable at the date the deed containing the covenant was delivered and, in addition,

***Substitute House Bill No. 5057***

the town or any taxpayer therein may commence an action to enforce such covenant; (14) land the development rights to which have been sold to the state under chapter 422a; and (15) deeds to or from any limited liability company when the grantors or grantees are the same individuals as the principals or members of the limited liability company. If action is taken under subdivision (13) of this [section] subsection by a taxpayer, such action shall commence prior to the ninth year following the date of the deed containing such covenant and the town shall be served as a necessary party.

(b) Any person who obtains title to land as a result of a change of ownership enumerated in subsection (a) of this section shall provide notice of such change of ownership to the assessor by completing a form prescribed by (1) the Commissioner of Agriculture if such land is classified as farm land pursuant to section 12-107c or open space land pursuant to section 12-107e; (2) the State Forester if such land is classified as forest land pursuant to section 12-107d, as amended by this act; or (3) the Secretary of the Office of Policy and Management if such land is classified as maritime heritage land pursuant to section 12-107g. In addition to the notice required under this subsection, any person who obtains title to land classified as forest land shall submit a report issued by a certified forester in accordance with section 12-107d, as amended by this act, if such a report has not been submitted within ten years prior to the date of the change of ownership.

(c) For any change of ownership enumerated in subsection (a) of this section except subdivision (7), the ten-year period provided under section 12-504a, as amended by this act, shall not be affected by the date of such change of ownership and shall be measured as follows: (1) For land classified as farm land pursuant to section 12-107c or forest land pursuant to section 12-107d, as amended by this act, such period shall be measured from the date on which such land was classified as farm land or forest land or the date on which the transferor acquired



***Substitute House Bill No. 5057***

title to such farm land or forest land, whichever is earlier; and (2) for land classified as open space land pursuant to section 12-107e or maritime heritage land pursuant to section 12-107g, such period shall be measured from the date on which such land was classified as open space land or maritime heritage land.

Sec. 6. Section 12-504f of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2014, and applicable to assessment years commencing on or after said date*):

The tax assessor shall file annually [ not later than sixty days after the assessment date,] with the town clerk a certificate for any land [which] that has been classified as farm land pursuant to section 12-107c, as forest land pursuant to section 12-107d, as amended by this act, as open space land pursuant to section 12-107e or as maritime heritage land pursuant to section 12-107g, which certificate shall set forth the date of the initial classification and the obligation to pay the conveyance tax imposed by this chapter. [Said] Such certificate shall be filed not later than sixty days after the assessment date, except that in a year in which revaluation required under section 12-62 becomes effective, such certificate shall be filed not later than January thirty-first following the assessment date. Such certificate shall be recorded in the land records of such town. Any such classification of land shall be deemed personal to the particular owner who requests such classification and shall not run with the land. The town clerk shall notify the tax assessor of the filing in the land records of the sale of any such land. Upon receipt of such notice the tax assessor shall inform the new owner of the tax benefits of classification of such land as farm land, forest land, [or] open space land or maritime heritage land.

Approved May 29, 2014



June 4th, 2014

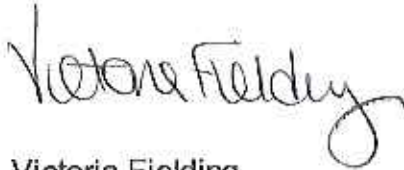
Dear Town Council Members,

We recently met with Town Manager Maniscalco to discuss our desire for a Library Board. He was very receptive and open to meeting with us and hearing why we believe a Library Board is important.

Shortly thereafter, we saw that this issue was discussed at a recent Town Council meeting and that a draft for an advisory board has been requested of the Library Director. We are so pleased to see that the development of this important community board is progressing.

If you need public support or volunteers as this project moves forwards, please let us know. We would be happy to be involved as we see the library as a vital and worthy community resource.

Thank you for your time,



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cc: Michael Maniscacio, Town Manager

